How to add content to Lessons Student Pages in Sakai (as a student)

Some Sakai instructors assign student projects, where students add content directly to their Sakai course site. In this handout, you'll find out the following: how to access and create your Student Pages, how to display a YouTube video, a web link, and a link to a document. Also, you'll find out how to reorder items on your Student Page, and find and display an image.

Step 1: Find Student Pages

Depending on how your instructor sets up your course, your Student Pages may be located in Lessons, in a Lessons link (subpage), or on the course menu. Ask your instructor where to find your Student Pages.

Step 2: Add your Student Page

1. After you click on the link to your Student Pages area, you'll see a box displayed with the heading **Student Pages**. Below the heading, you may see student names.
   Click on the button titled **Add Your Own Page**.
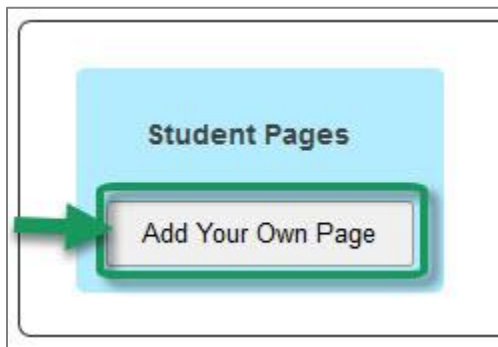
2. Now you'll see the **Getting Started with Student Content** Help Information displayed. Don't worry! Whenever you add your own page or add a subpage (link to another page), you'll see the Help information. As soon as you add content, the Help information will disappear.

3. If you want to change your Student Page *title*:
   - At the top, click on the **wheel** icon.
   - In the Page title box*, type in your new title*. Click ==Save==.
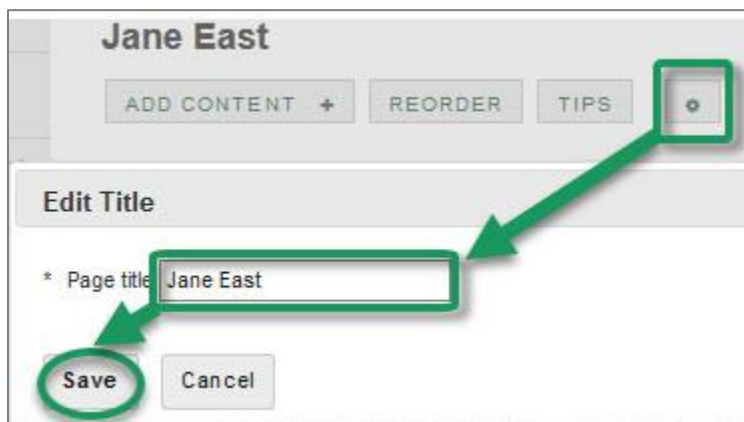
Step 3: Add Text (and headings)

1. You may want to add text or a heading to your Student Page. At top, click on the **Add Content**, then **Add Text**.
2. In the text editor box, *type a heading*, such as "My Student Page".
3. You can quickly format your heading by using the Text Editor tools. Use your mouse to *highlight your heading text*, click on the Format Paragraph drop-down menu (by default it states *Normal)*; click on a heading, such as **Heading 2**. Your text will display larger and bolded.
4. Click on the **Save** button. Now that you've added content, the Help information is gone. You'll see your text displayed.
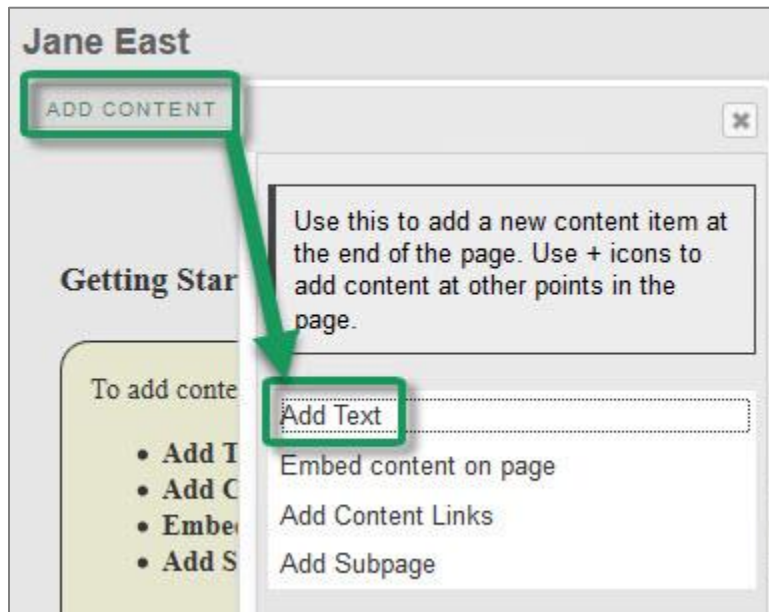
5. If you need to make changes, to the right of your text, click on the **Edit** button. Click **Save** to save your updates.
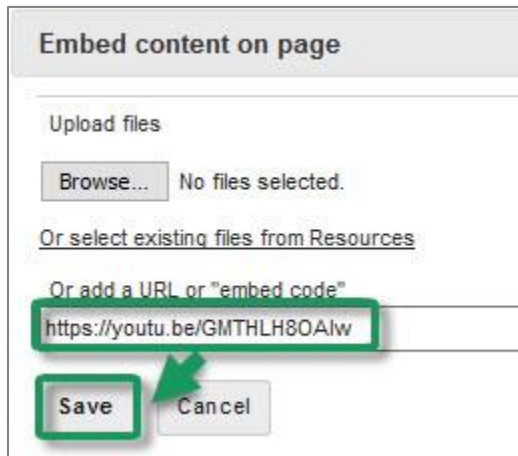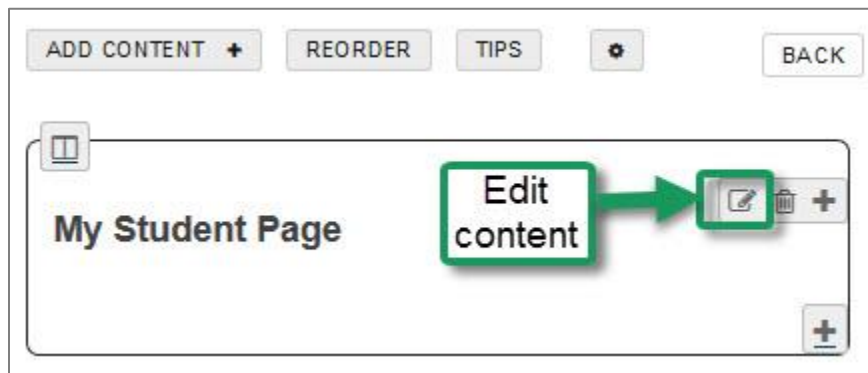

Note: Each time you add an item, you'll see an **Edit** button to the right of it:

- If you need to make changes to an item, click on the **Edit** button.
- To delete the item, click on the **trash can**.
- To add content *above the item* you just added, click on the **plus symbol**.

Step 4: Display a video using Embed content on page

Lessons has been configured to display videos.

1. Click on **Add Content,** then **Embed content on page**.
   a. Click on the URL box, then paste the video web address or embed code, such as: https://youtu.be/GMTHLH8OAIw
   b. Click on the **Save** button. Your video should be displayed.
   c. Optionally, to make the video display smaller, to the right of the video, click on the **Edit** button, type in a width of 350, click **Update item**.

Note: If the video won't display, use *Add Content-Add Content Links* to create a link to the video (see Step 5 below).

Step 5: Add a Web Link using Add Content Links

When you display a video, you should provide a link to it, in case the video won't display. You can create a link to other web addresses as well.

1. At the top, click on **Add Content**, then **Add Content Links**.
2. *Type in an Item Name*, a description of the link, such as "Embed/Display a Video link".
3. **In the URL box, paste the web address, such as:** https://youtu.be/GMTHLH8OAIw
4. Click **Save.** You'll see your web address link displayed. Click on the link to your web address. You'll be taken to a new web browser tab. Close the web browser tab to return to Sakai.

Step 6: Add a link to a document

You have a number of different documents you can add a link to, such as a Word document, PDF, or a PowerPoint. Just like adding a web link, you can use Add Content-Add Content Links to add a link to the document.

1. Find a document. For example, open and save to a location you can easily find, one of the printable Sakai student login sheets, such as the Credit students pdf: https://courses.durhamtech.edu/wiki/images/7/7c/SakaiStudentLogin.pdf
2. In Student Pages, click on **Add Content**, then **Add Content Links**.
3. *Type in an Item Name*, a description of the file, such as "Sakai Credit student login sheet".
4. Click **Browse**. Find your file, select it, click **Open**.
5. Now click **Save**. Click on the link to your file. Your file will open in a new web browser tab. Close the browser tab to return to Sakai.

Step 7: Reorder items

1. At the top, click on the **Reorder** button.
2. You can move an item by *clicking on it* (such as item number 4 below) *and dragging it up and dropping it into position* (such as under number 1 in the example below).
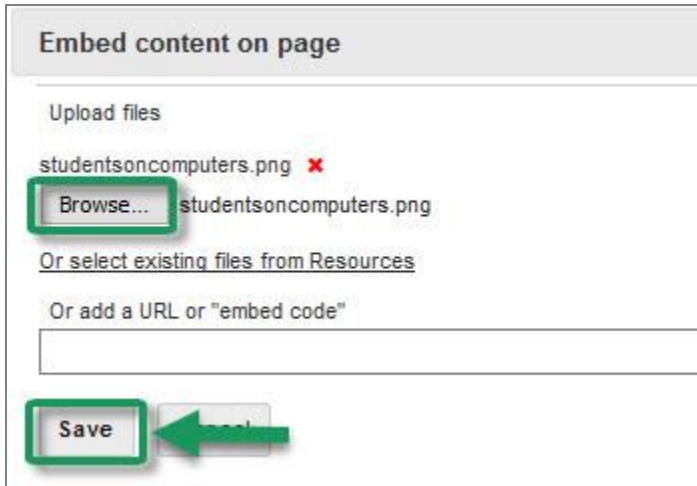3. <mark>Now click **Save**</mark>.
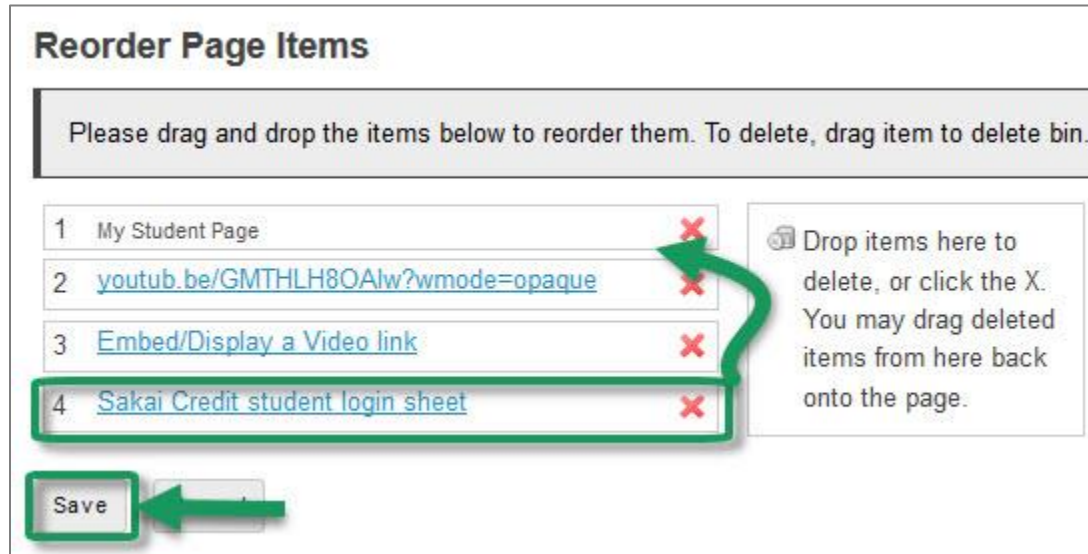
Step 8: Find and Add Images

Unlike videos that you are just linking to, you usually have to find, download, and then upload an image. This means that people could think that the image you upload and display on your Student Page is an image you created. *You have three choices for finding images you can use on your Student Page:*

1. **Create or edit your own images using one of these free tools or other tools you like to use:**

    a. 14 Tools to Create Images for Blog Posts in 5 mins
    b. 14 Tools to Edit Pictures, Create Infographics and Create Memes

2. **Find Creative Commons photos**. Some people allow others to use their photos, if you give them credit, or what is called attribution. In addition, they may require that you don't use their photos for commercial reasons, and/or may not want you to change their photo. To find Creative Commons photos that place the attribution on photos for you, use Photos for Class:

    a. Type in a **term**, click on **Find Photos** to search for an image.
    b. Below a photo you like, click on **download**, and save in a place where you can find the photo again (change the name too, since it's a bunch of numbers).

3. **Find Public Domain photos.** These are photos that people have donated for others to use; they have waived all their copyrights to their images or their copyrights have expired. Here are some excellent resources for finding Public Domain photos:

    a. Where can you find images you can *easily* add to your classes (without getting into trouble)?
    b. Three Good Places to find Public Domain Images

Add Images to your Student Page

1. Click on **Add Content**, then **Embed content on page**.

2. Click on the **Browse** button.

3. Find your file, *select it*, click **Open.** Beside the Browse button, you'll see the name of the file.

4. <mark>Click **Save.**</mark> Your photo will display. You could use one of the tools listed in the articles above to make the image smaller before displaying it. If you need your photo to display just a bit smaller, click on the *Edit* button. A good width for an image in Sakai is 300; after typing 300, click **Save.**

   Note: You can't display images or link to documents in your Sakai Home/My Workspace Resources area, unless you make the items public. By default, everything you save in your Sakai Home Resources area is private, visible only to you.