

Sakai requires you to build your course content as a series of modules or lessons, each of which can contain a number of content sections. You can think of a module as a major heading, topic, or unit for your course. The content sections within that module are the component assignments, readings, quizzes, etc., that make up the module.

If you have documents, PowerPoint files or other items that you want to make available to your students, a good way to provide them in an organized fashion is to upload them all into the Resources area of the course site, and to provide a link to them as a content section at the appropriate place in a module.

## Add a Module to Your Course Site

1. Select **Lessons** from the *Course Tools* menu on the left.
2. Click the **Add Module** link.
3. Enter a title for your module in the **Module Title** text box.
4. Enter a description or objective for the module in the **Description/Overview or Objectives** text box.
5. Enter any keywords that relate to the module in the **Keywords** textbox.
6. To manage when the module is displayed, click the **Calendar** icon to set a start date and end date.
7. Click **Add** to add the module to your course.
8. Confirm the module addition by clicking **Add Content Sections** or refreshing the page using the reset arrows at the top of the page.



### Tip

You can return to the main view of the section you are in by clicking the blue reset arrows at the top of the page.

UNIFORMED SERVICES UNIVERSITY  
of the Health Sciences

Quicklinks: ETI TEST 001 SP11 | PMO 530 Pro SP11 | Sakai Resources | Sakai T&O Training CY11 | Edit

My Workspace My Sites

View Site As: - Select Role -

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Brandon Henry

ETI TEST 001 SP11

Site Information Display

Options

This is sample site information for display purposes only. You can create new information at any time and post it here for your students to view.

Recent Announcements

Options

Announcements (viewing announcements from the last 365 days)

Assignment: Open Date for Mid-term paper - Option 2 (Deirdre McGlynn - Feb 3, 2011 10:03 am)

Open date for assignment Mid-term paper - Option 2 is Jan 30, 2011 12:00 pm.

Assignment: Open Date for Mid-term paper - Copy (Deirdre McGlynn - Jan 31, 2011 3:31 pm)

Open date for assignment Mid-term paper - Copy is Jan 31, 2011 12:00 pm.

New Announcement (Brandon Henry - Jan 28, 2011 1:44 pm)

This is a sample announcement for display purposes only. You can create a new announcement at any time and post it here for your students to view.

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Brandon Henry

ETI TEST 001 SP11

Lessons

View Author Manage Preferences

Authoring options

Add Module Content Edit Left Right Delete Archive Move Section(s)

Title	Start Date	End Date	Actions
No modules are available for the course at this time			

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Brandon Henry

ETI TEST 001 SP11

Lessons

View Author Manage Preferences

Adding module...

Define Properties

Module Title \*

Description/Overview or Objectives

Keywords

Added by Brandon Henry

Term/Year SPRING 2011

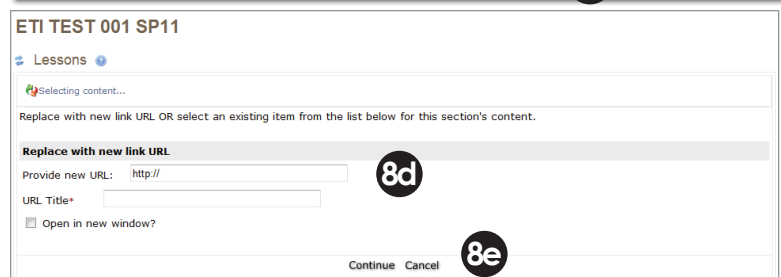
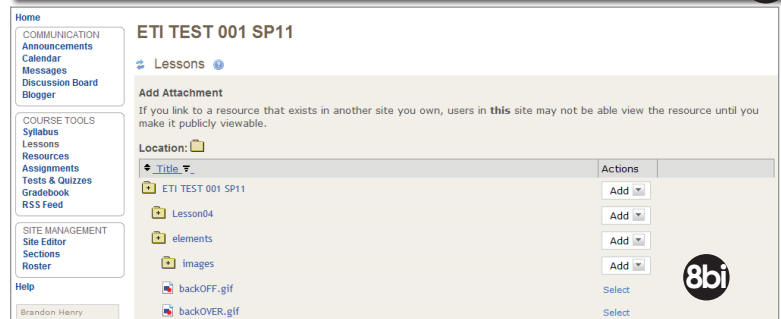
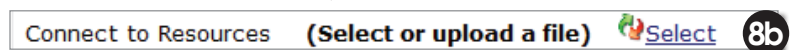
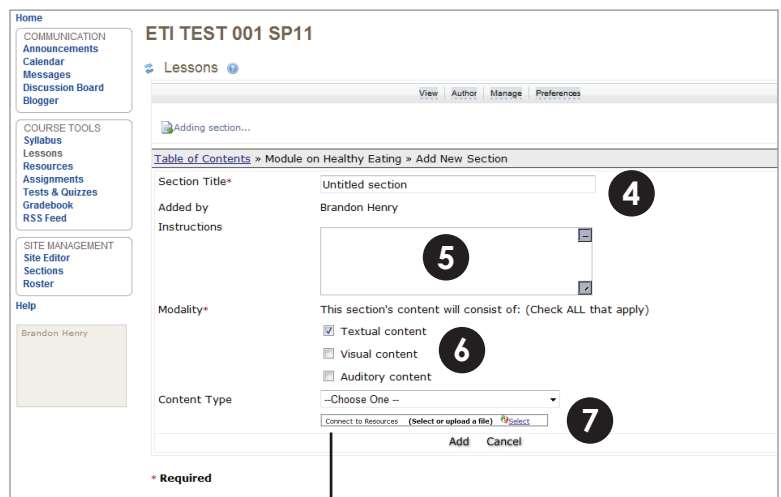
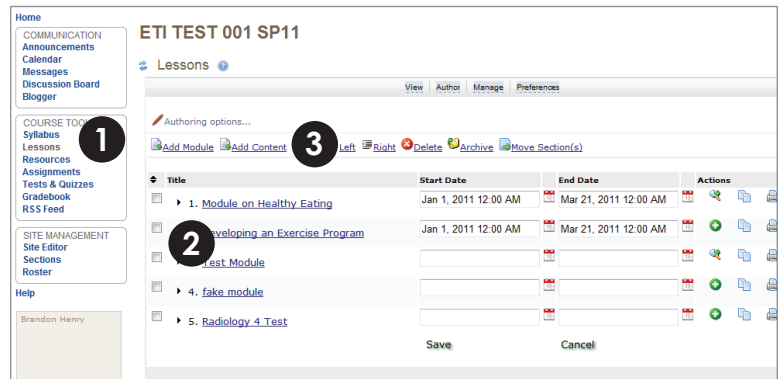
Start Date

End Date

Add Cancel

## Add Content Sections to a Module

1. Select **Lessons** from the *Course Tools* menu on the left.
2. Select the module you want to add content to by selecting the **checkbox** next to the module name.
3. Click **Add Content** on the *Authoring options* bar.
4. Enter a title for your module in the **Section Title** text box.
5. In the **Instructions** text box enter any instructions you would like to associate with the content.
6. Select **Modality** by checking the appropriate checkboxes.
7. Select **Content Type** by selecting from the dropdown menu.
8. Depending on which *Content Type* option is selected, a custom area for adding content will appear on the page. You may have the option to open the content in a new window for some content types.
  - a. If you choose **Compose with Content Editor**, the rich text editor will appear.
  - b. Otherwise, click the **Select** link to choose your content or link to an external website URL.
    - i. Navigate to the desired content file from the *Resources* area or your computer, and click **Select**.
    - ii. Enter the full **URL address** and a **URL Title** for the website you want to link to into the textboxes.
  - c. Click the **Continue** button at the bottom of the page.
9. Click the **Copyright Status** dropdown menu to select one of the five options.
10. You may now select **Add** to add the content to your lesson, or **Cancel** to leave the page without saving your work and go back to the *Authoring options* page with the full listing of modules and sections for the course.



## Select Authoring Options

Once a module or content section is created, you can click the **checkbox** next to it and select an option from the *Authoring options* toolbar. Note that some options can only be applied to either a module or a content section. Options include:

- Add Module
- Add Content (a module checkbox must be selected)
- Edit (either a module or a content section checkbox must be selected)
- Left (for changing the heirarchy of content sections)
- Right (for changing the heirarchy of content sections)
- Delete (either a module or a content section checkbox must be selected)
- Archive (for whole modules only- individual content sections cannot be archived)
- Move Section(s) (for re-ordering content sections)



### Tip

Clicking the **Right** icon in the Authoring options toolbar allows you to convert the selected section into subsections of the preceding content section.

Title	Start Date	End Date
1. Module on Healthy Eating	Jan 1, 2011 12:00 AM	Mar 21, 201
1.1. Obiectives		
1.2. Learning Activity		
1.3. Short Paper		
1.4. Quick Quiz		
1.5. Untitled section		



### Tip

Clicking **View** in the top gray bar will take you to a Student view of the lessons. Clicking **Author** will return you to *Authoring* mode. Clicking the **Manage** link along the top gray bar will allow you to reorder modules using the **Sort** function and also contains a **Restore** function to restore a module that has been archived.

## Set Display and Actions Options for Module

1. Select **Lessons** from the *Course Tools* menu on the left.
  - To set availability of a module, click the checkbox for that module and then select a start and end date by clicking the **Calendar icon**.
2. Select any actions you would like to apply to the module by using the icons in the Actions area next to the End Date area.
  - Click the **Add Next Steps** icon to direct the learner to the next place in the course site they need to go after completion of the module.
  - Click the **Duplicate** icon to make a copy of the module (this is a useful shortcut if the structure of subsequent modules will be similar).
  - Click **Print** to open a print preview window with the *Module* content and content of each of the sections displayed in sequence.

