Sakai Student Training

About this document: use the steps provided for each of the student tasks as a guide.

Navigating through the Course

Course Navigation

Using the left Navigation

Notice that the left navigation has three sections (not including the Help and Search features):

- **Information** – includes session specific information including facilitator communication (announcements), calendar events, and class roster.
- **Course Content** – This navigation section links to the syllabus, all course modules, and any supporting resources such as handouts, guides, or worksheets.
- **Tools** – The assignment submission area is located here. Also, this section houses the tools used during the course such as the blog, chatrooms, forums, message feature, polls, tests/quizzes, and the wiki.

Explanation: Using breadcrumbs to navigate in a forum

You can use the breadcrumbs at the top of the forums to navigate between forum posts and pages. Breadcrumbs let you see at a glance where you are within the hierarchy of the forum structure. It's like you left a trail of breadcrumbs behind you to show where you've been in the site.

For example, a breadcrumb trail can look like:

Forums/**Module 7**/**Activity 7-A-1**/**My Response to 7-A-1**

This shows your exact location within the Forums. In this case:
* Forum: Module 7
* Topic: Activity 7-A-1
* Thread: My response to 7-A-1
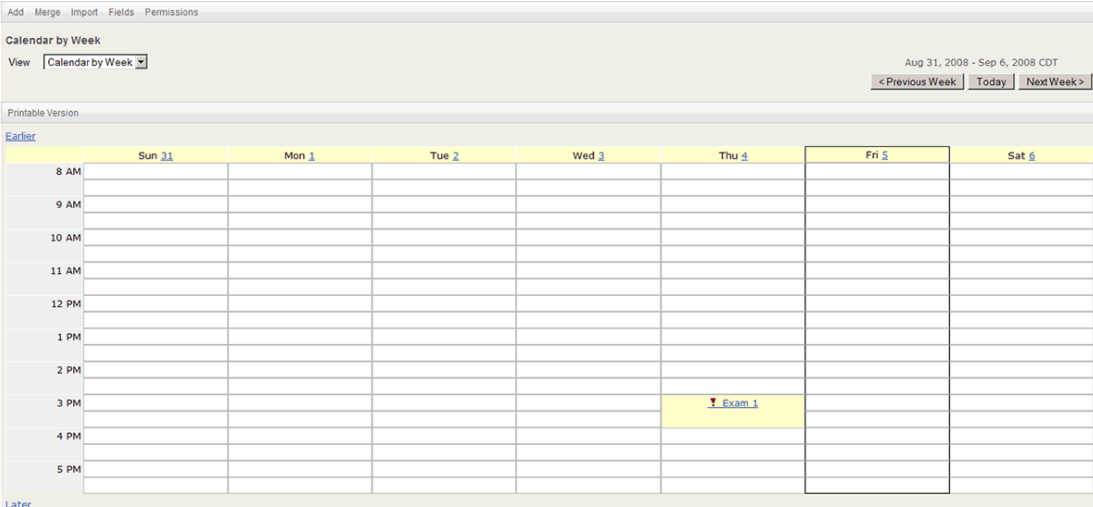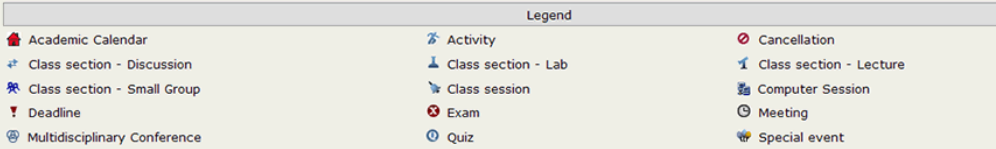
If you click the link for **Activity 7-A-1,** you move one level up in the hierarchy, from the thread to the topic. Note you don't have to move up one level at a time. Clicking **Forums** will allow you to jump directly to the main forums page.

Navigating away from a section and returning to it

1.	The left navigation lets you easily move between sections of the course. Click **Module 3** to view the content for that module.
2.	Click **Blog** to move to the blog tool.
3.	One feature of Sakai is that it remembers where you were within each section, even after you leave. If you are reading a specific thread in the forums and then switch to another part of the course, Sakai brings you right back to that thread when you return. Try it for yourself. Click **Forums**.
4.	Click **Breakroom**.
5.	Click any topic. Now you can see all the threads within this topic.
6.	To test this Sakai feature, you need to move to another section of the course. Click **Resources**.
7.	Click **Forums** to return to the discussion area. Notice that you're right back where you left off in the playground topic.
8.	What if you want to get back to the main Forum page? You can always get back to the main page of a section with the double arrows to the left of the section heading. Click the **double arrows** to reset the Forums section back to the main page.

Locate Course Materials and Pertinent Information

Locate and use calendar

1	In the left navigation click the link **Calendar** Or In the course homepage to the right, find the "Calendar." Note: If you enter the calendar, using the left navigation you will see the Calendar by Week. Note you can change the view from weekly to daily, monthly or yearly by using the "View" drop down.
2	Events on the calendar are highlighted in yellow.
3	Note that there is a legend at the bottom of the calendar page that explains all the icons or symbols for the events. Events can include: • Class Discussion • Small Group sessions • Deadlines • Activities
4	Click on an event on the calendar.
5	Notice that a view appears that gives the details (date, time, description, frequency, event type, owner, and event location) of the event.
6	On the event page, you will see a button navigation that allows you to navigate through the calendar.
7	Click **Back to Calendar** to get back to the previous view of the calendar.

Locate announcements

Introduction: You can find course announcements and general communication posted by the instructor in the "Announcement" section on the course homepage.
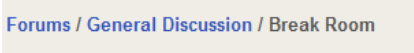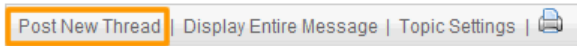
1.	You can view the assignments in two different ways: First, all recent announcements will appear on the homepage.
2.	You can also click on the **Announcements** link in the left navigation.
3.	Open any announcement.
4.	Read the announcement and view the attached document if there is one.
5.	Click the **Return to List** button to go back to the Announcement list.

Perform online tasks necessary for the course

Using the forums

Post forum thread

  Introduction: Forums are used for class discussions. This is one of the primary tools you will use to interact with your facilitator and peers during the course.

Step	Content/action description
1.	Find the **Forums** link in the Tools section. Click "Forums."
2.	Find forum or topic where you would where you would like to post a thread. You can view the description or forum/topic instructions. Click **Read Full Description.** Click on the link to that forum or topic to open it.
3.	Notice that breadcrumbs appear near the top of the forum/topic area. You can use these breadcrumbs to navigate back to the main forum area by click the link titled "Forums." Forums / General Discussion / Break Room
4.	Click **Post New Thread**. Post New Thread | Display Entire Message | Topic Settings |

Step	Content/action description
5.	Add an Attachment <<if appropriate>> Click "Post Message."
6.	Your thread will now appear in the Forum thread list.

Reply to forum thread

1.	Click on **Forum** in the Tools section.
2.	Find forum or topic thread you wish to access.
3.	Click the link to the thread
4.	Click **Reply to Thread**
5.	Type your response. Include a link to an external website.
6.	Scroll to the bottom of the screen and click the **Post Message** button.
7.	The forum thread view appears. Scroll down to view your reply.

Checking for new responses to a forum thread

1.	Find the forum thread with the post you wish to check for new responses.
2.	Click on the forum topic link. For example, find "Activity 7-A-1" and click to open the forum. Notice that the forum bubble icon is colored *gold*. This indicates that there are unread messages. Also, the number of unread messages is noted next to the topic title.
3.	Notice that each thread with both read and unread messages have indicated how many messages have not been read. An "envelope" icon appears next to every classmate's unread thread in this forum section.

How to read forum thread messages

1.	Click on an unread thread.
2.	Read the thread and review the replies
3.	Post a reply to a reply.
4.	Another way to view forums is by reading an entire topic on the same page, rather than opening each thread separately. Click the topic title. For example, click "Activity 7-A-1" to return to the topic.
5.	Click **Display Entire Message** to see everything within this topic. Note you may have to scroll down to see all the messages.
6.	When you're done reading, be sure to click **Mark All as Read** at the top. This will help you keep track of the messages you've viewed.

Using the Blog

How to User the Blog Tool
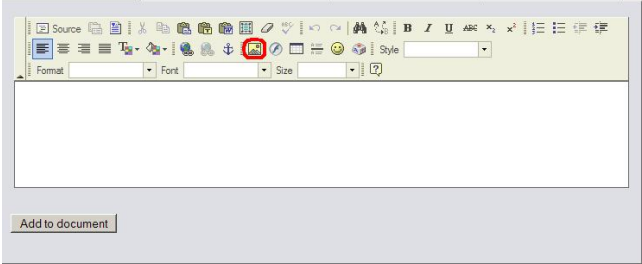
Introduction: In Sakai, students and facilitators can keep a log or journal of their learning in the Blog or Blogger tool. They can choose to share their entries or keep them private. The following instructions walk through how to use the Blogger tool to create a new post and make it viewable to class participants.
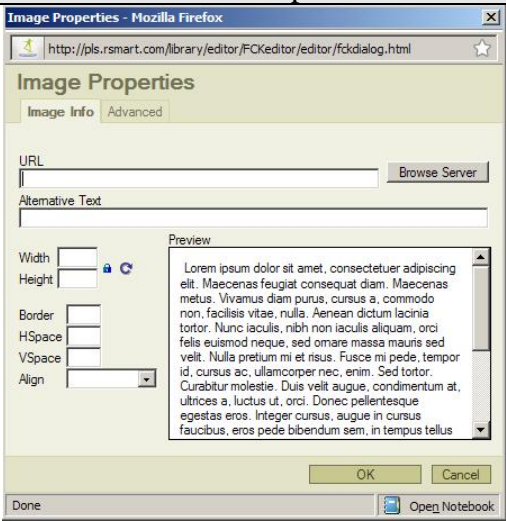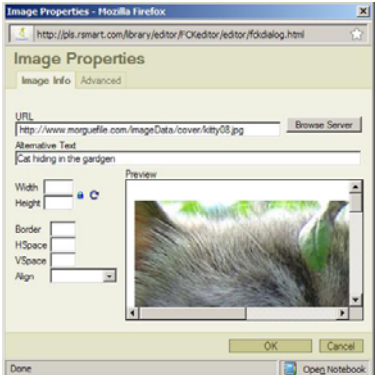
Slide/Step	Description of content/action
1.	When you click **Blog** in the left navigation to open up the blog tool, the default view includes all posts made public to the "site" (the course) by

	course participants. At the top of the page in the tool bar, you have several options. • View all (public blog posts) – default view • View member's blog • View my blog • Create new post
2.	Click **Create new post**.
3.	Add a title to your post in the "Title" field.
4.	Add appropriate Key Words. Key words can include related concepts that you will add to your post. This field is optional.
5.	If you'd like, you can add an "Abstract" to your post. This will allow users to view a preview of your topic in the Community view of the blogs.
6.	IMPORTANT: In the "Access" drop down selector, choose. "**SITE**" Access: SITE Read only: ☑ Allow comments: ☐ Your post will not be visible to your classmates and instructor unless you choose this option. Make sure to select **Allow comments**.
7.	Next, add your post text in the edit field beneath the "Abstract" field. You can add links and images.
8.	Click **Add to document**. IMPORTANT: ***You must click this to add your post content***. This is a two-step process to save your work.
9.	Click the **Save** button.

Add an image to a blog entry

Introduction: In addition to writing text into a blog entry, you can add images to illustrate your point or just to share with your fellow class participants.

Step	Content/Action Description
1.	In the Sakai blog editor, you can embed or insert images by referring to their location from another site or a photo bank. Linking to photo images from other sites rather than uploading them to a site allows you to enhance your blog posts with rich images and illustrations without taking up space on the web server for that blog. When linking to photos or images from external sites or a site that does not belong to you, make sure you include a reference to the site from which the image belongs. Note, if the image location on that site changes, your image will not appear. Be sure you have permission to use and link to the image. In this example, you will use the photo of an image from the Morguefile. http://www.morguefile.com/imageData/cover/kitty08.jpg Note: some sites will not allow you to link (hotlink) to images or content. You should test your links to content before posting your link to the image on your blog.
2.	With your blog post open, find the text editor. In the tool panel at the top of the field, find the **Image** icon.
3.	Click on the **Image** icon. The "Image Properties" window will appear.

Step	Content/Action Description
4.	In the "URL" field, insert the image link (http://www.morguefile.com/imageData/cover/kitty08.jpg). Add the "Alternative Text" describing the image. Note, as soon as you add the URL then a preview of the image appears.
5.	You can also adjust the height and width of an image. A width of 400-450 pixels is standard. The height will adjust proportionately to the any width you enter and vice versa.
6.	Click the **OK** button to add the image to your blog post.
7.	Click **Add to document** to update the content of your blog post.
8.	Click the **Save** button.

Comment on a blog entry

Introduction: One of the most important aspects of blogs is that viewers and bloggers can share feedback and comments to blog posts. The following instructions will walk you through how to post comments to blog entries in the Sakai Blogger tool. Note that you can also add hyperlinks and images to blog posts to enhance your responses.
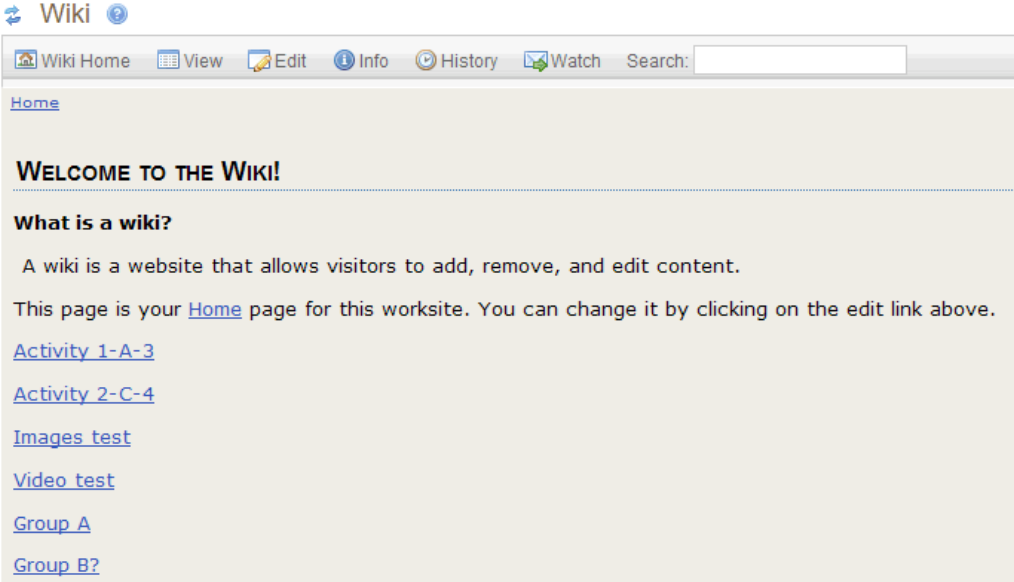
Step	Content/action description
1.	Blog entries must be open to comments before you can post a comment. The blog post's status for accepting comments is indicated by the "Bubble" icon that appears next to the post date and timestamp. Student User (05-Aug-2008 10:15:32)
2.	To comment on a blog entry, you must click on the entry title to access the post.
3.	Click on the **Add Comment** button.
4.	Note, you can easily add links and photos to your post comments. **Add Hyperlink** **Insert Image**
5.	Once you've written your comment and you've added links or photos if necessary, click the **Save** button.
6.	Your comment will appear on the blog post. Your identity and a timestamp will appear next to your comment.

Using the wiki

About the wiki feature
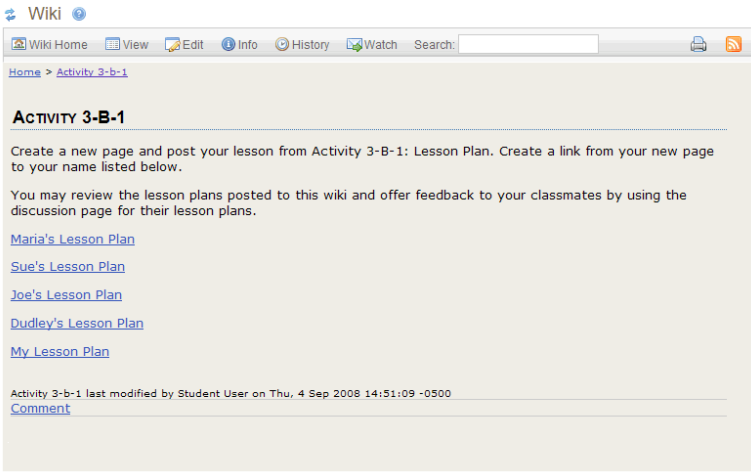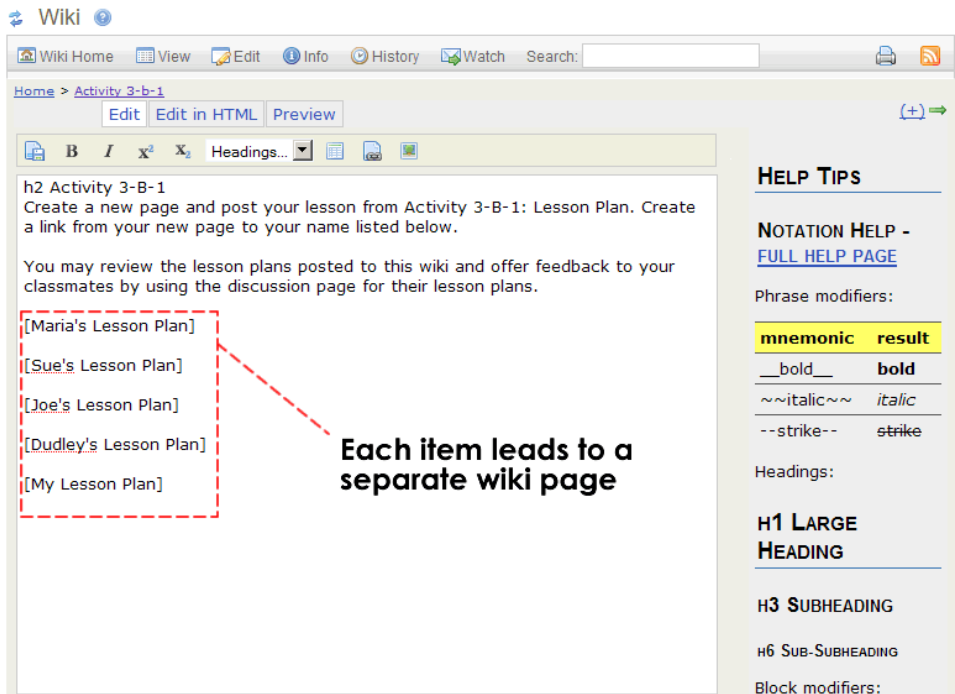
Introduction: Wikis are collaborative editing spaces where groups can work together on projects and individuals can post work for peer review. The instructions below will walk you through the major features of the Sakai wiki.

Step	Content/action description
1.	Click **Wiki** in the left navigation to go to the course wiki
2.	• **Wiki Home:** This button brings you back to the main page of the course wiki. • **View:** When you're editing a page or looking at the history of changes, the **View** button switches you to the regular view for the current page. • **Edit:** Use the **Edit** button to make changes to a page. • **Info:** Info shows information about the current page in a wiki. This is a quick way to find out what other pages link to the current page. • **History:** Click the **History** button to see the revision history for the current page. The history shows who made changes and when. It also lets you compare versions so you can see exactly what's different. This is how your facilitator can determine your individual contribution to a

Step	Content/action description
	group project. • **Watch:** If you want to receive emails when changes are made to the wiki, use the **Watch** page to set up a subscription. • **Search:** The **Search** here just covers content in the wiki and doesn't include anything in other parts of the course. • **Print**: Click the **Print** button to view a printer-friendly version of the current page. • **RSS:** RSS lets you use a feed reader to subscribe to changes. However, this only works with publicly accessible wikis, which aren't generally used in PLS courses. ⇅ Wiki ❓ 🖼 Wiki Home 🗐 View ✏ Edit ⓘ Info ⊙ History ✉ Watch Search: [_____] Home **WELCOME TO THE WIKI!** **What is a wiki?** A wiki is a website that allows visitors to add, remove, and edit content. This page is your Home page for this worksite. You can change it by clicking on the edit link above. Activity 1-A-3 Activity 2-C-4 Images test Video test Group A Group B?
3.	Within the wiki, you can move to different pages by clicking links, just like you would on a regular web page.
4.	You can also navigate with breadcrumbs in the wiki. Breadcrumbs in the wiki work a little differently than they do in the Forums and module content. Other breadcrumbs show you the hierarchy or structure of the content, but wiki breadcrumbs show you the path to your current location. These breadcrumbs show you what pages you visited before arriving at the current wiki page.
5.	Click **Home** to return to the main page of the wiki. Regardless of where you are, the Home button will always bring you back here.

Add a new page to the wiki

Introduction: When you need to add a new page to the wiki, create a link to the new page from an existing page. In this practice, you need to create a new page to post a lesson plan for peer review. This example can be seen in the tutorial "Add a new page to the wiki"

Step	Content/action description
1.	From the main wiki page in the Sample course, click **Activity 3-B-1** to go to the page for this activity. The page will appear as follows: You can see the lesson plan pages that have already been linked to this page.
2.	To add your own page, click **Edit** in the toolbar. Notice that the view of the wiki has changed to an "editable" view.
3.	To create a link, type your text inside square brackets. In this case, type *[My Lesson Plan].* Capitalization matters here; this will be the title of your new page.
4.	Click **Save**.

Step	Content/action description
5.	Notice that once you save the page, the text inside the brackets is converted to a link. Right now, this link has a question mark at the end of it. That's because the page doesn't have any content--you haven't added any yet.
6.	Click the link to **My Lesson Plan** (or the link you created).
7.	To get rid of this default text, click **Edit**. Then simply select it and then Delete it.
8.	Add your text content to the page as needed. Finally, click **Save**. You have successfully created your wiki page.
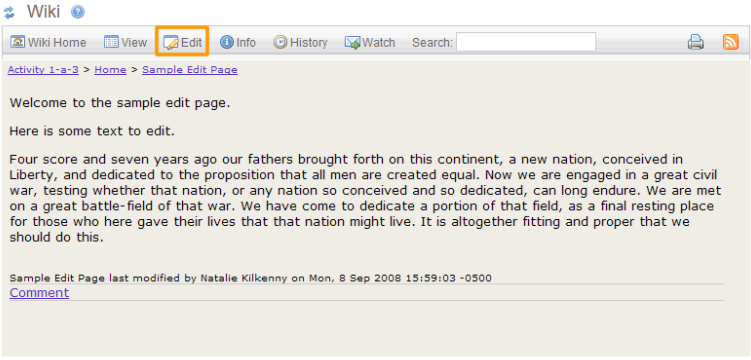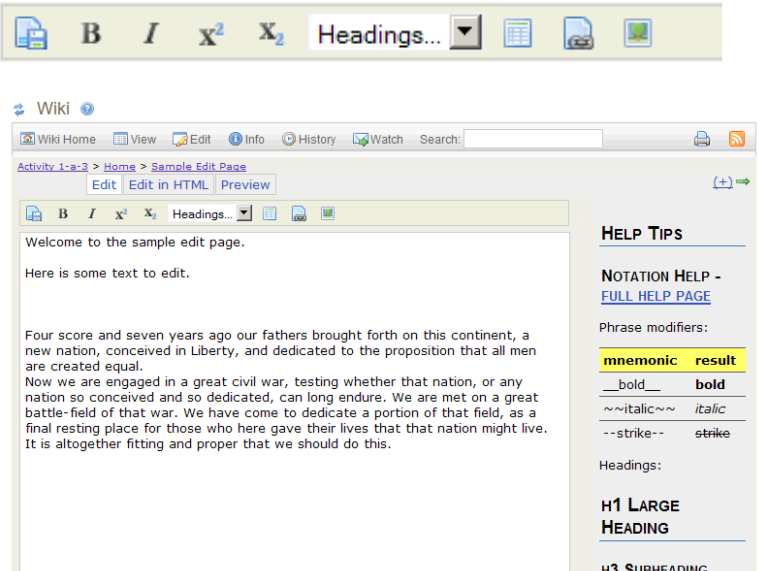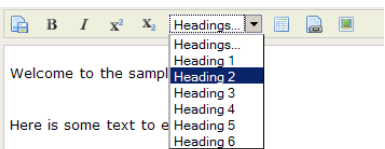
Add content to wiki
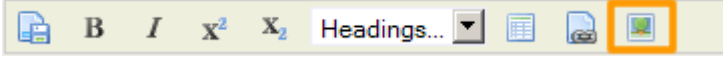
Introduction: The following

Step	Content/action description
1.	To add content to an existing page on the wiki, start by clicking the **Edit** button.
2.	You can type text in the wiki just like in any word processing document. However, formatting won't appear in the default edit view. Instead, formatting is created with special wiki notation. Wiki notation is essentially a simple code for formatting. A quick guide to commonly used wiki notation is available on the right side of the screen.
3.	Use the guide on the right to determine the notation to type the word "learning" in italics.
4.	Click **Preview** to see how the formatting will look. Hopefully, your notation for italics worked!
5.	Now type this text to create a bulleted list: *apples *bananas *cherries
6.	Use the **Full Help Page** for a complete list of wiki notation. However, it's recommended that you right click on the link to **Full Help Page** and open it in a new tab or window. If you don't, you will lose any unsaved edits.

Editing wiki content

Introduction: Editing content on a wiki is very similar to adding content. When you're working with a small group, you may edit each other's work on a single page. Note you can view the tutorial for "Editing Wiki Content."

Step	Content/action description
1.	Navigate to the wiki page you would like to edit. Click the **Edit** button to start editing.
2.	You need to add some headings to this page to make it clear where each section starts. You can do the formatting by typing the wiki notation, as explained in the previous tutorial, but this time use the editing toolbar.
3.	For example, say want to turn the welcome text on this page into a header. Select the text you want to make into a header, and click the **Headings** drop down. Select "Heading 2."
4.	Notice that the code "H2" has been added right before the text. Alternatively, if

Step	Content/action description
	you wanted to apply a header style to any text, all you would have to do is type the code (H1, H2, H3, etc.) next to the text.
5.	Now, let's add an image to this page. Click the **Image** button on the editing toolbar.
6.	To add an image, you need to upload it to the Resources in your Workspace first. Fortunately, you can do that from right here within the wiki. Click **Show Other Sites** to show your Workspace.
7.	Click **My Workspace** to see your resource folders.
8.	Click **Add** to the right of your Public folder.
9.	From the dropdown menu, select **Upload Files**.
10.	Click **Browse** to find the file on your computer.
11.	Select the image file you want to add to your page.
12.	Click **Open.**
13.	Click **Upload Files Now**.
14.	Now this image appears in your list of available files. Click **Select** to choose the happy_students image for the wiki.
15.	Click **Continue**.
16.	The wiki notation for the image can be a little confusing, but click **Preview** to check whether your image loaded correctly.

View change history

Introduction: The wiki saves a history of all revisions. Your facilitator can use this feature to determine individual contributions to a group project. As a student, you can use this to see what has been changed on any page, as well as to revert to a previous version to correct mistakes.

Step	Content/action description
1.	Click **History** to see the history of revisions to the wiki page.
2.	The first column of the table shows numbered versions. (V.1, V.2, V.3, etc.) Click **a version** to see an older version of this page
3.	Click **History** to return to the revision history.
4.	Just looking at an old version isn't always that useful. It can be more helpful to compare the differences. Click **To Current** in the row for V.3 to compare the differences between version 3 and the current version of the page.
5.	Now you see the two versions side-by-side. The Key at the bottom tells you what the colors mean: • Pink: Deleted • Yellow: Changed • Green: Added

Step	Content/action description
6.	Click **History** to return to the revision history.
7.	You can revert to the previous version of a page if you made a mistake. Click **Revert to this version** for the immediate previous version of this page.
8.	Click **OK**. Now this page is back to an older version.

Commenting on a Wiki Page

Introduction: Use the **Comment** area on the wiki when you want to share feedback with one of your peers or discuss a project with your small group. Note that comments should be used for discussion, not actual content. When you're posting work for grading, edit the page; when you're talking about work, add a comment.

Step	Content/action description
1.	The Comment area appears at the bottom of each page in the wiki. Click **Comment** to leave a comment.
2.	Click **Save** to save the comment.
3.	Your comment appears below the page content. If you need to make changes to one of your comments, click **Edit**.
4.	You can also comment on a comment, like replying to a post in the forums. Click **Comment** to the left of **Edit** to reply someone else's.
5.	The text has been added for you. Click **Save**.
6.	Notice that this comment is indented to show that it's a reply to an earlier comment.

Assignments

Submit Assignments

Introduction: Assignments which require a document or inline text must be submitted in the "Assignments" area.

Step	Content/action description
1.	From the Left Navigation, click the **Assignments** link.
2.	Click on the activity or assignment you wish to submit.
3.	In the **Assignment Text** area enter your message to your facilitator.
4.	Scroll down to the **Attachments** section. Click the **Add Attachments** button.
1.	Click the **Browse** button to upload your assignment.
2.	Select the file you wish to upload. Click **Open**.
3.	Notice, that the item has been added.
4.	Click the **Continue** button.
5.	The Assignment page reappears.
6.	Click the **Submit** button.

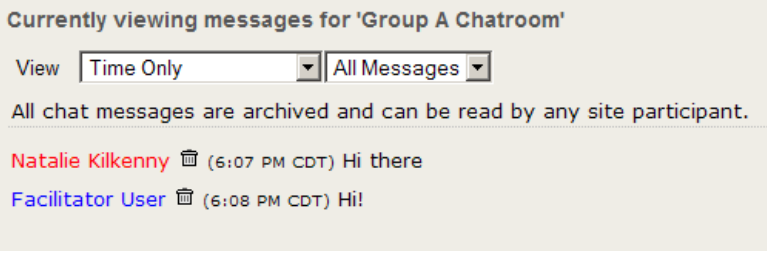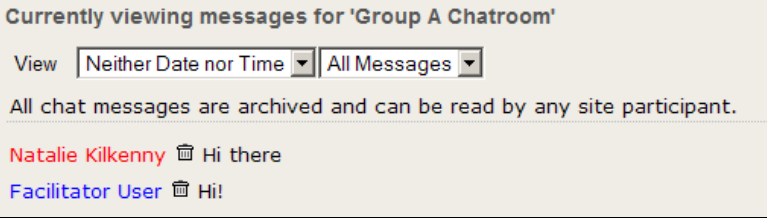# Communicate with your facilitator and classmates

Using the chat room

Locating and using the chat room

Step	Content/action description
1.	You can access the chat via the left navigation.
2.	You have opened the main chat room. To view a list of all available chat rooms, click **Change Room**.
3.	The "Manage Rooms" view appears. All chat rooms and their descriptions will appear on this page.
4.	Specific group chat rooms (A, B, C, D) are located here. You can also use the individual rooms to chat with your classmates outside of assigned events or activities.
5.	Click on **Main Chat Room**.
6.	On the left you can view all active users in the chat.
7.	To engage in a chat session, click on the text field at the bottom of the chat. Type your message and then click the "Add message" button.
8.	Note, each chat participant's text has a different font color. There are 8 different colors that can be applied to 8 participants. The color cycle repeats with the ninth and following participants.

Changing the viewing options in the chat

Introduction: The default view in the chat shows the date and timestamp in addition to the users' names. To get a 'cleaner' view of the chat, you can change the viewing options using the following instructions.

Step	Content/action description
1.	You can change your view of the chat text in the chat room.
2.	Select the **View** dropdown menu. You can make any of the following selections. You can view some examples of what these views look like in the shots below. • Time Only • Date and Time (default) • Date Only • Neither Date nor Time • ID only (note a user identification number will appear if you use this option).

	Time only **Currently viewing messages for 'Group A Chatroom'** View [Time Only ▼] [All Messages ▼] All chat messages are archived and can be read by any site participant. Natalie Kilkenny 🗑 (6:07 PM CDT) Hi there Facilitator User 🗑 (6:08 PM CDT) Hi! Neither date nor time **Currently viewing messages for 'Group A Chatroom'** View [Neither Date nor Time ▼] [All Messages ▼] All chat messages are archived and can be read by any site participant. Natalie Kilkenny 🗑 Hi there Facilitator User 🗑 Hi!
3.	You can also view the most recent chat activity or select to view all activity in the chat room.

Use chat to communicate with others

Step	Content/action description
1.	Open the chat by clicking the **Chat** link in the tools section of the left navigation.
2.	Find the chat text entry field.
3.	Type your message.
4.	Click the **Add Message** button.

Using the message tool

Send a new message

Introduction: The internal "Message" function in Sakai to send messages to both your classmates and facilitator.

| Step	Content/action description
1.	Click **Compose Message**.
2.	Select recipients. Note, if you select a role. All individuals registered for this course who have this role will receive this message. To view individuals enrolled, scroll to the bottom of the "To" list.
3.	Choose to Send **as Message**.
4.	Choose the appropriate Label (status) for this message (Normal, Low, High.)
5.	Make sure to type your "Subject" title. Note this is a required field.
6.	Type your message.
7.	You can add links and images to your message if you'd like. To add an image, click the **Image** icon. You can learn more about how to add images from your Resource page instructions in the section below
8.	Add attachments if necessary
9.	Click the **Send** button.

Getting Help

PLS course sites in Sakai provides a number of tools to help you.
- Sakai Help
- Getting Started
- Context Sensitive Help

This section will describe each tool and how to use them.

Sakai Help

First, you can access help from the link at the bottom of the left navigation. This link opens up the PLS Sakai help in a separate window.
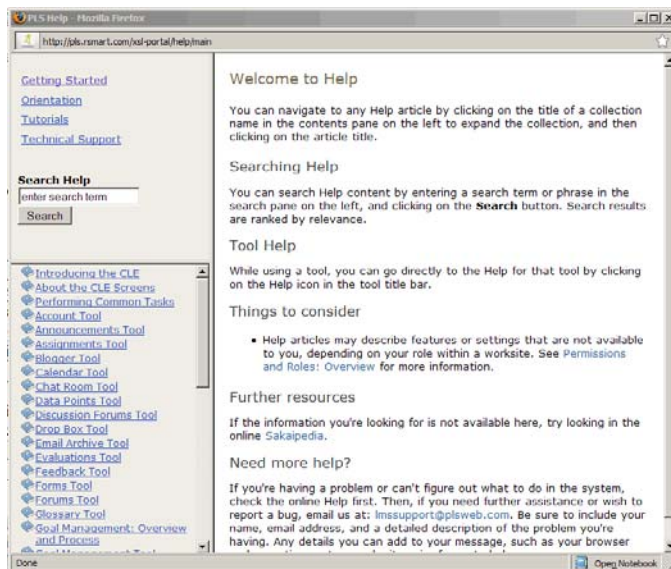
Help is the primary source for information on Sakai. You can search or use the table of contents.

You can use the "Search Help" field to search for most related terms such as (Wiki, blog, assignments, forum, forum threads, etc.).

In the search results, the percentages shown are Sakai's guess as to how relevant the article is to your search criteria

Getting Started

You can also access the **Getting Started** information here within the Help. While most of the information in the help is general to Sakai, Getting Started contains information specific to PLS and our courses. You can also access the Getting Started page directly from this link:
http://bb.plsweb.com/sakai_gs/gettingstarted/gettingstarted.html
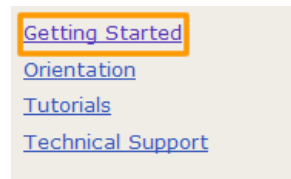
Each of the sections in Getting Started contains information to help you have a successful online learning experience.

- **About** – includes information about course structures and policies
- **Learning Online** – includes general tips for success
- **Rubrics** – holds PLS course rubrics for assignments/activities
- **How To** – has links to all tutorials on how to use Sakai

Context Sensitive Help

Everywhere within Sakai provides context-sensitive help, right where you need it. Look for the question marks by any tool.

For example, you can access context-sensitive help within the forums. Click the **question mark** next to Forums. This brings up the help specific to the Forums. This help feature is available in all the major sections of the course (Announcements, Calendar, Gradebook, Assignments, Blog, etc.)

Using the Gradebook

Step	Content/action description
1.	Click **Gradebook** in the left navigation to view your grades.
2.	You can change the order of items in the gradebook. Click **Title** to sort items alphabetically.
3.	Click **Grade** to sort by grade from lowest to highest. Any assignments you haven't yet completed will appear at the top of the list.

Using My Workspace

Edit your profile in My Workspace

Introduction: Your profile gives you a way to share information about yourself with your classmates.

Step	Content/action description
1.	Make sure that you are in My Workspace. Click **Profile** in the left navigation.
2.	Click **Edit my Profile**.
3.	If you do not want your email address to be visible to your classmates, be sure to check "Hide my entire profile" in your actual workspace.
4.	You can also add a picture to your profile. Your picture doesn't have to be a portrait of yourself; it could be of your pets, your garden, or anything else that you feel represents you.
5.	Select **Upload New Picture**.
6.	Click **Browse**.
7.	Select the image you want to share.
8.	Click **Open**.
9.	Click **Save**.
10.	To see the profiles of others in your class, click **Roster**.

Add web content and RSS to workspace

Introduction: You can customize your **Workspace** according to your individual needs. The RSS Feed and Web Content tools let you bring content from the web to a convenient place in Sakai

Step	Content/action description
1.	While in "My Workspace," click **Web Content** in the left navigation.
2.	Click **Options**. This lets you add the name and address of a web site of your choosing.
3.	Leave the Tool Title as Web Content. Type **PLS** for the Page Title.
4.	You can change the **Frame Height** to the length you'd like.
5.	Type in the URL to the website you'd like to add.
6.	Click **Update Options**. Now you see the PLS web site in your workspace, with PLS in the left navigation. You could add a search engine or research tool here instead.
7.	RSS feeds are sometimes known as news feeds; they are a way to subscribe to updates from a web site such as a newsfeed or a blog that has regular updates.
8.	To add an RSS feed click **RSS Feed**.
9.	Click **Options**.
10.	Leave the Tool Title as RSS Feed. Type **<Title of Feed/Site>** for the Page Title.
11.	Type the RSS feed URL into the field. (For example, use http://feeds.chronicle.com/chronicle/newsblog)
12.	The headlines and beginning of the stories from this site or feed are now

Step	Content/action description
	shown on the page.

Using the Resources Tool

How to use public and private folders

Introduction: Your **Resources** within your Workspace is a place to store files for your courses. You can use this for several purposes:

- Storing drafts of assignments that you aren't ready to submit yet
- Uploading images to use in the course forums, blog posts, or wiki
- Sharing files with classmates
- Access files from multiple computers (e.g., home and school)

Within the Resources, you have a **Private** folder and a **Public** folder. Files in your Private folder are visible only to you. This is a good place to store drafts of assignments. Your **Public** folder is used to store content you want to share with others, such as images for a blog post. When you add a file to your public folder, it is truly public: anyone with the correct URL could see your content, even if they aren't logged into Sakai. Therefore, be cautious about what you place in your public folder.

Slide/Content	Description of content/action
1.	Click **Resources** to see your folders.
2.	Note that the **Access** column shows the permissions for each folder or item. You can also see how many items are included in each folder and when it was last modified.
3.	To stay organized, it's a good idea to create subfolders within your Public and Private folders. You can create a subfolder for each class you take. Click **Add** in the row for your Private folder.
4.	Select **Create Folders** from the dropdown menu.
5.	Type the folder name.
6.	Click **Add details for this item**.
7.	You could add a description if you wanted. By default, every subfolder keeps the privacy setting from its parent folder. Because this folder is inside your Private folder, the access is set to "Only **members of this site** can see this folder and its contents." Note: "this site" means your Workspace, since that's the current site.

Slide/Content	Description of content/action
8.	Click **Create folders now**. Your folder appears within your Private folder.

Uploading content to your Resources Tool

Introduction: You can upload content to your Resources so you can use it in your courses or access it from anywhere.

Slide/Content	Description of content/action
1.	Click **Resources** to access your resources and files.
2.	Click **Public** to open your public resources folder.
3.	Click **Add** to the right of the Public folder.
4.	From the dropdown menu, select **Upload Files**.
5.	Click **Browse** to find the file on your computer. (The files shown are simulated for this practice and not actually on your computer.)
6.	Select the file you would like to upload (acceptable formats: .jpg, .gif, .pdf., .doc, .txt, .rtf, .ppt)
7.	Click **Open.**
8.	Type **My Classroom** for the Display Name.
9.	Click **Upload Files Now**. Now your image is listed within this folder.