

# Sakai Tools

Keep Teaching with Remote Instruction

Eliza Blau, Instructional Design and Technology Specialist

## Set your profile

[How do I set up my profile?](#)

## Set a Course Home Page

[How do I edit site information?](#)

## Post your syllabus

[What is the syllabus tool?](#)

[How do I add my syllabus as a file attachment?](#)

## Set up your gradebook

[How do I set up my gradebook?](#)

[How do I add items to the gradebook?](#)

[How do I enter and/or edit grades in the gradebook?](#)

## Communicate with your students

[How do I add an announcement?](#)

[How do I send a Mailtool message?](#)

## Set up a weekly organization for your course

### Lessons

[How do I create a new Lessons page?](#)

### Resources

[What is the Resources tool?](#)

[How do I create folders?](#)

[How do I upload files to Resources?](#)

[How do I add a web link or URL?](#)

[How do I upload a new version of a file in Resources?](#)

[How do I notify site participants that content has been added to Resources?](#)

## Provide multiple forms of substantive interaction

### Groups:

[How do I create groups?](#)

### Forums:

[How do I create forums and topics?](#)

### Tests and Quizzes:

[How do I create an assessment in Tests and Quizzes?](#)

[How do I view and modify the settings of an assessment?](#)

[How do I publish an assessment?](#)

### Assignments:

[How do I add an assignment?](#)

[How do I enable student peer review for an assignment?](#)

[How do I enable group submissions for an assignment?](#)

[How do I grade an assignment?](#)

[Creating VoiceThread assignments in Sakai](#)

### Lecture Videos:

[Creating Media with Kaltura Personal Capture](#)

[How do edit your video captions](#)

[What is VoiceThread and how to access from Sakai?](#)

## Best Practices for Exams and Assessments

[Tips for Remote Exams and Assessments](#)