

## rSmart Sakai CLE Quick Start Guide for Instructors

### How to Log In/Out

1. Enter your assigned username and password.
2. Click **Log In**. The CLE displays your My Workspace home page (see below).
3. To log out, click the **Logout** link in the top right corner of the screen.

### About My Workspace

My Workspace is your private site in the CLE. Here you can check your calendar (which can include activities from any or all sites you belong to), store materials for your private use, and work on personal projects.

The screenshot shows the 'My Workspace' page. A callout box at the top right points to the 'Logout' link with the text 'Click here to log out.' Another callout box points to the 'My Workspace' title with the text 'This site is your private work space.' A third callout box on the left side of the 'Tools menu' lists 'MY COMMUNICATIONS', 'MY TOOLS', and 'MY SETTINGS' with the text 'Tools menu: To access any tool, simply click its name.' A fourth callout box points to the calendar with the text 'Keep track of important events and activities in your calendar.'

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	29	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

### How to Access Sites in the CLE

The names of a few sites are displayed in a "quick links" menu bar near the top of the screen. To access one of these sites, click the appropriate quick link:

The screenshot shows the 'Quicklinks' menu bar. A callout box points to the 'CHEM 1' link with the text 'To access one of these sites, click its quick link.' Another callout box points to the 'My Sites' dropdown menu with the text 'To display links to your other sites, click here.'

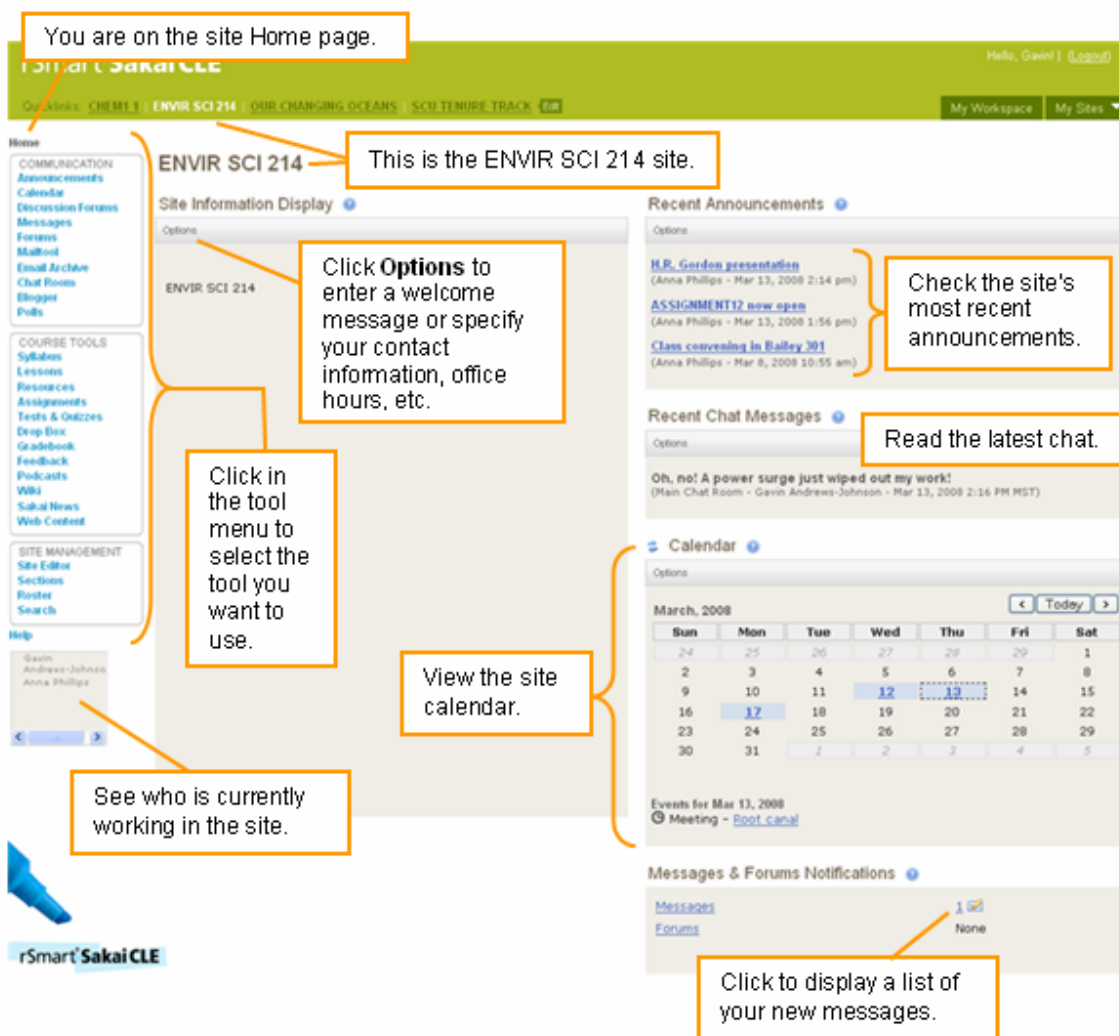


If you belong to more sites than can be displayed in the quick links menu bar, access them by clicking the **My Sites** tab. (The CLE displays this tab only if you belong to sites that are not listed in the quick links menu bar.) The CLE displays links to the course, portfolio, and project sites to which you belong:



To access any of these sites, click the appropriate link.

After you click a quick link or a link in My Sites, the CLE displays the site Home page:

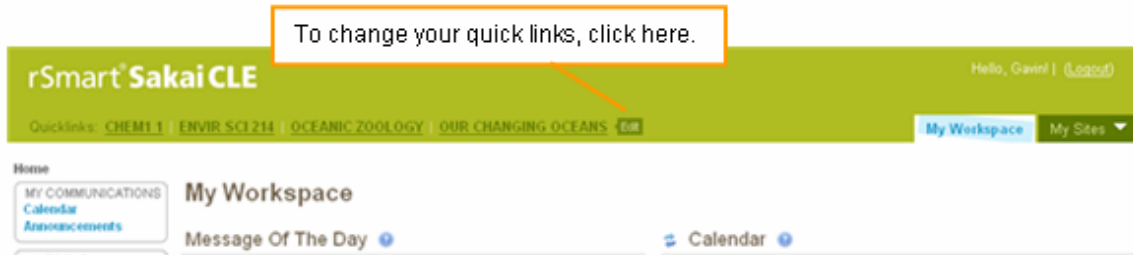




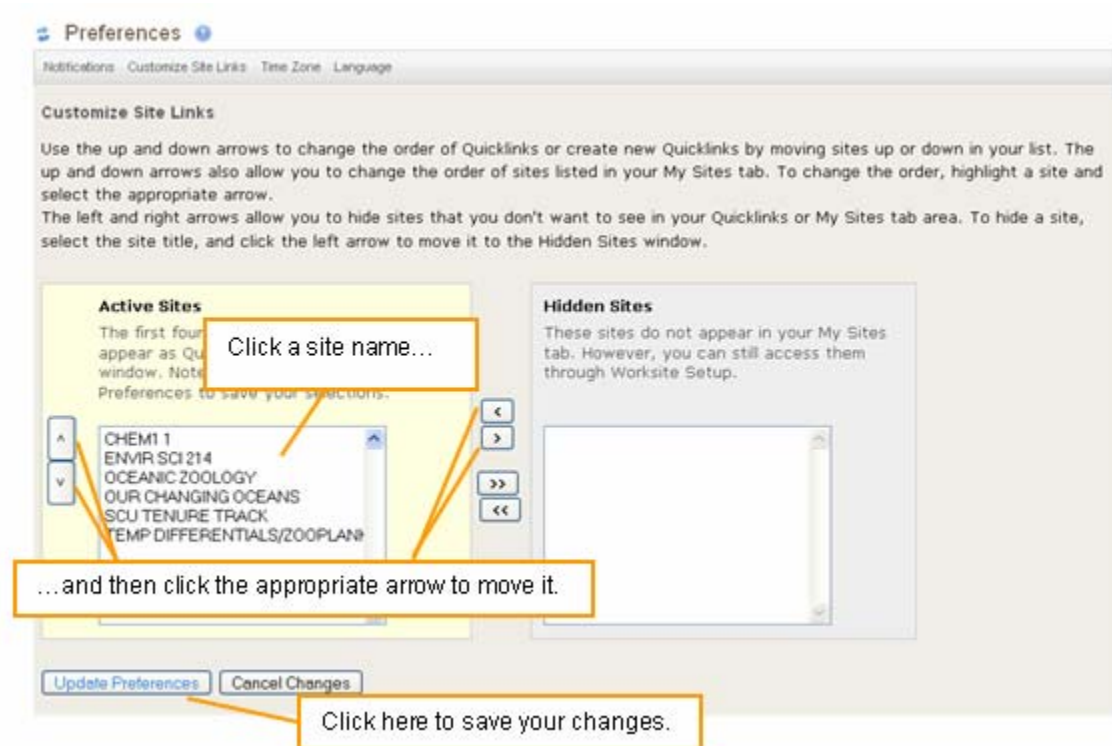
## How to Change Your Quick Links

To change the order of your quick links or add or remove a site as a quick link:

1. Click **Edit**.



The CLE displays the Customize Site Links screen:



Your quick-linked sites are the first few sites listed under Active Sites. (Sites listed under Hidden Sites cannot be quick-linked.)

2. Click a site name and then choose from these options:
  - To change the order of your quick links, click the up or down arrow to move the name.
  - To move a site from the Active list to the Hidden list, click the right arrow.
  - To move a site from the Hidden to the Active list, click the left arrow.
3. Click **Update Preferences** to save your changes.
4. Click **Home** in the tools menu on the left to return to the My Workspace Home page.

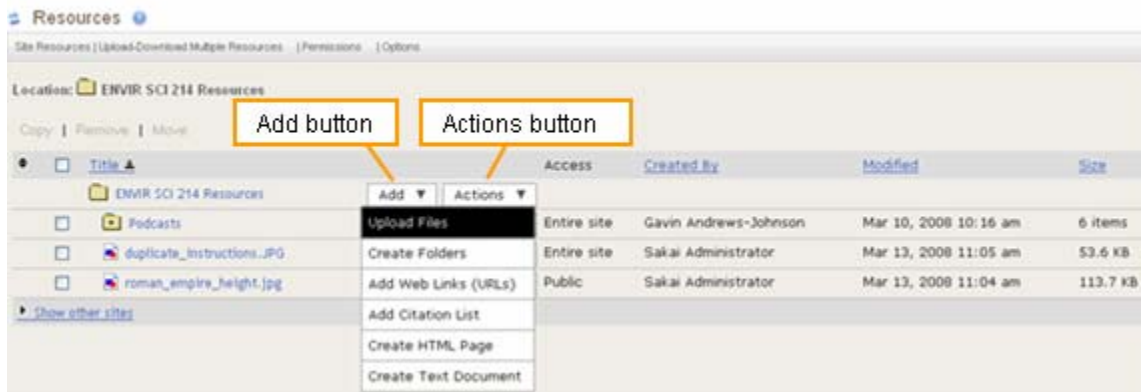


## How to Store Course Materials

After accessing the appropriate course site (see above):

1. Click the **Resources** link in the tools menu on the left. The CLE displays the Resources tool home page.
2. Click the **Add** button and select the type of material you want to add or create.

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3. Enter information in the fields provided the **Add/Edit/Continue** button provided.
4. To add copyright information, the date to make this resource available to others, etc., click the **Actions** button and select **Edit Details**.
5. Scroll through the screen and fill out appropriate fields.
6. Click **Update** at the bottom of the screen.

## How to Post an Assignment

After accessing the appropriate course (see above):

1. Click the **Assignments** link in the tools menu on the left. The CLE displays the Assignments tool home page.
2. Click the **Add** link.

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3. When the CLE displays the Add screen, enter a title, use the pulldown boxes to specify dates, select a grading scale, etc. Then enter detailed instructions to students.
4. Scroll down and click to specify your preferences for adding the dates to the course calendar, posting an announcement about the assignment, etc.
5. To attach files for your students to use, click **Add Attachments**. Choose a file from your computer system, enter a link to an appropriate web site, or add material you have stored in Resources by clicking the appropriate **Attach a copy** link; then click **Continue**.
6. Back on the Add screen, click **Post**.

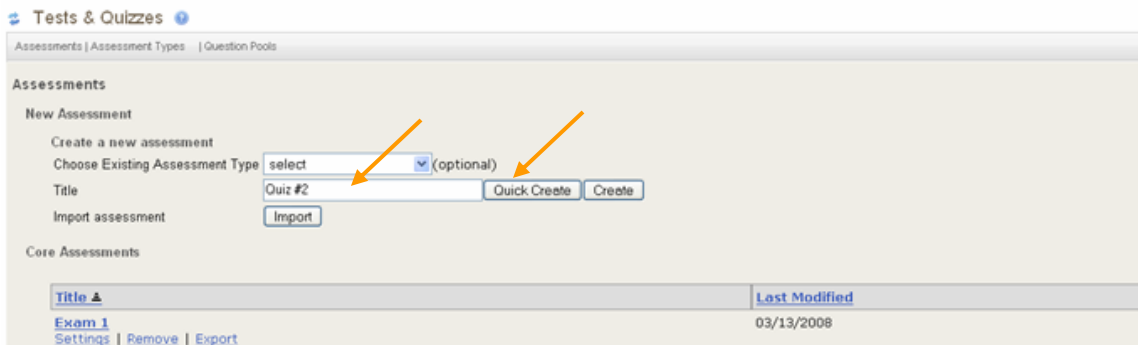


## How to Create a Quiz

After accessing the appropriate course site (see above):

1. Click the **Tests & Quizzes** link in the tools menu on the left. The CLE displays the Tests & Quizzes tool home page.
2. Enter a title and click **Quick Create**.

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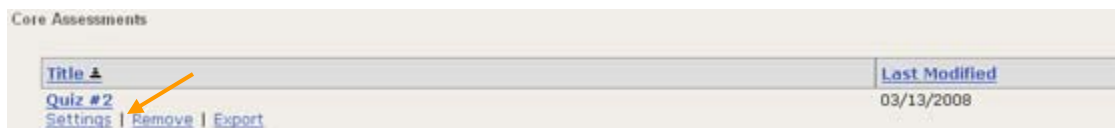


The CLE displays the Step 1 of 2 screen.

3. In the box in the Questions section, enter one or more quiz questions and answers. You'll need to follow a few simple formatting rules. To see the rules, click the links shown below.



4. Click **Next**. The CLE displays the Step 2 screen.
5. Review the questions and answers to be sure they are correct; then click **Create Assessment**. The CLE displays the Tests & Quizzes home page again. Your new quiz is listed under Core Assessments.
6. Click the **Settings** link under the name of your quiz.



The CLE displays the Settings screen.

7. Open each section by clicking the ► arrow. Enter information according to your needs. Be sure to specify dates in the Delivery Dates section. To close a section, click the ▼ arrow.
8. Scroll down as needed and click **Save Settings and Publish**. When the CLE displays the confirmation screen, review the details and click **Publish**.



## How to Start an Online Discussion

After accessing the appropriate course (see above):

1. Click the **Discussion Forums** link in the tools menu on the left. The CLE displays the Discussion Forums tool home page.
2. Click **Class Discussions**.



3. When the CLE displays the Class Discussions screen, click . The CLE displays the New Topic screen.
4. Enter the subject of this discussion and a question or comment to start the discussion.

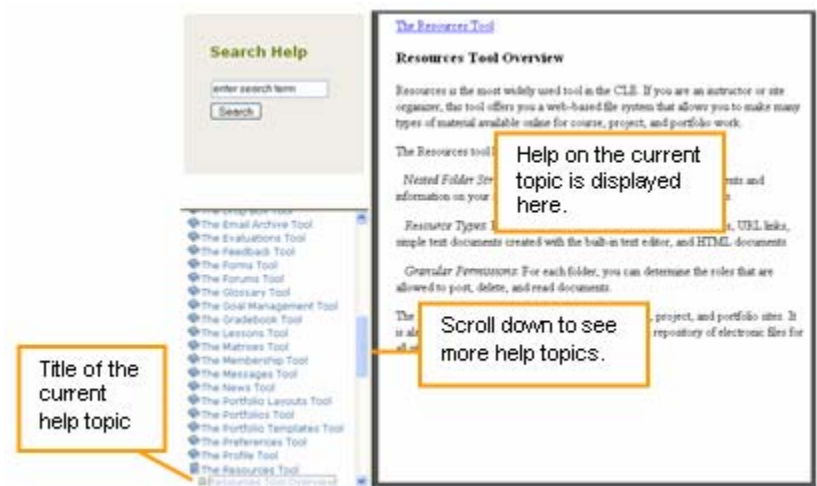


5. Click **Submit**. The CLE posts your discussion topic. Any member of this class can now respond.

## How to Display Help

*To access help for the tool you're currently working in:*

1. Click the button near the tool name at the top of the screen. The CLE displays help in a new window.



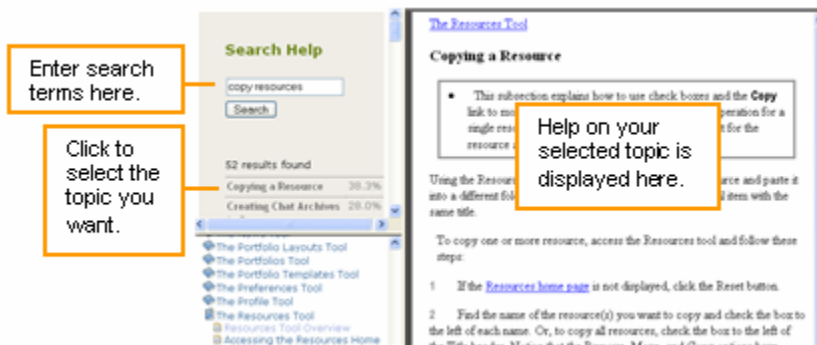


The panes on the left contain a search box and a table of contents for the help system. The pane on the right contains the first topic for the tool you are using.

- To see other help topics for this tool, scroll down in the pane on the bottom left and click the link for the topic you want. The CLE displays the information in the pane on the right.

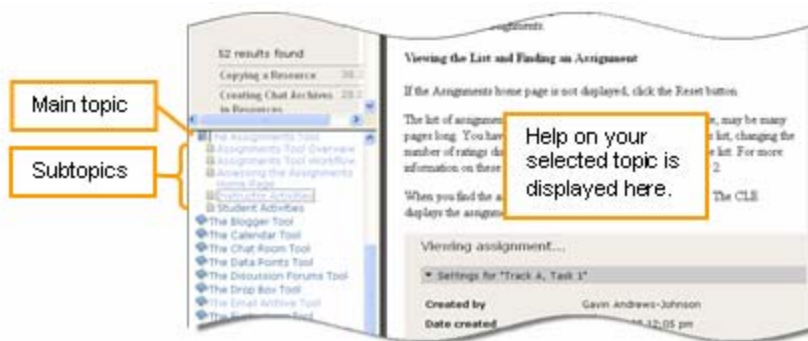
**To access and work with the entire help system:**

- Click the **Help** link in the list of tools on the left side of the screen. The CLE displays help in a new window.
- To search for the information you need, use the pane in the top left:



- Enter a term to search on and click **Search**. The CLE displays a list of search results in the same pane. Scroll down through the list as needed.
- Click the link for the topic you want. The CLE displays the requested information in the pane on the right.

Or, to choose from a list of major topics, use the pane in the bottom left:



- Scroll through the list and click the topic you want to explore.
- If the CLE displays a list of subtopics, scroll through that list to zero in on the subtopic you want.
- Click the link for the information you want. The CLE displays the requested information in the pane on the right.

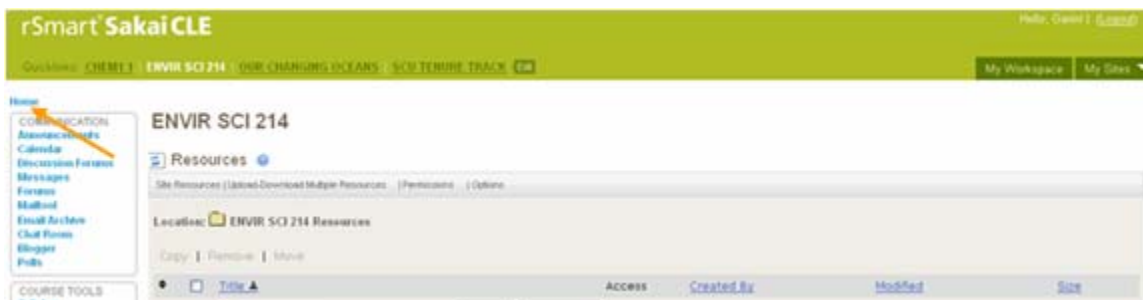



## How to Get Where You Want To Go Quickly

- To return to My Workspace from another site, click the **My Workspace** tab near the top of the screen.



- To return to the home page for the site you are currently working in, click the **Home** link in the tools menu on the left.



- To return to the home page for the tool you are currently working in, click the  icon to the left of the tool name.



## How to Format Text

Many of the tools allow you to enter and format large amounts of text. These tools use a common set of icons and pulldown lists for formatting, inserting images and links, etc.



- To see the purpose of an icon, move your cursor over that icon as shown above.
- To apply formatting, click the appropriate icon or select from the appropriate pulldown list.



## For More Information

Any member of an rSmart client institution can create a free account on RSN, our online support network. On RSN, you can:

- download the comprehensive *rSmart Sakai CLE User Guide* and numerous other manuals, tutorials, and presentations on the CLE.
- access dozens of articles that explain why and how to use various tools in the CLE for special purposes, present helpful tips, and direct you to many other sources of information on using online tools in an educational setting.
- conduct an online discussion with other CLE users on subjects of your choosing.

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