

Please join us for a 90-minute Sakai 19 Instructor Training!

This training, led by **Wilma Hodges, Ed.D.** Director of Training & eLearning Initiatives at Longsight, Inc, will cover tips and tricks in **Rubrics, Assignments, Tests & Quizzes, Gradebook, and Lessons.**

When: OCT 17, 11:30-1:00 pm PST

Where: online via Zoom - <https://zoom.us/j/883622272>

Who: ALL INSTRUCTORS ARE WELCOME

If you are new to Sakai or one of my power users, please attend! I personally guarantee that you'll learn something valuable!

[Please go here for the recording of the training.](#)

Agenda:

Time	Topic
11:30-11:40	Introductions, goals, and expectations
11:40-11:55	Quick Refresher on Basic Tools Announcements, Messages, Calendar, Forums
11:55-12:10	Rubrics Creating/editing/sharing rubrics Attaching to items Grading with rubrics
12:10-12:20	Assignments Group/section selection Email reminder Group assignments Peer review assignments
12:20-12:30	Tests & Quizzes Landing page redesign Group/section selection Creating exceptions Question pools
12:30-12:40	Gradebook New empty state and tooltips Navigating gradebook, show/hide/reorder items Grade statistics Create and add another Exclude items by student

12:40-12:50	<p>Lessons</p> <ul style="list-style-type: none">Section and column layout optionsAdding, editing, and reordering itemsPage/lesson design considerationsConditional releaseChecklist optionsLessons as course landing page
12:50-1:00	Q&A