Publishing your OWL-SAKAI course and Importing Content into it

Notes

For members of Western’s Psychology Department. Adapted* by Leora Swartzman, Sept. 4, 2013.

*Based largely on “Creating a Course Site”, posted on the Instructor Information section of the OWL Documentation page (https://owl.uwo.ca/portal/site/owldocs)

If you need more help, the ITRC (Instructional Technology Resource Center) staff are ready and waiting to assist over the phone (x85513) or in person (Rm 4320 Support Services Building) Mondays to Fridays, 10 am-4 pm.

Creating a course site

Sakai sites for your courses have been created for you based on the registrar’s information.

Students will be enrolled in your course sites but the sites are “unpublished” so that only you have access to them initially. Once you configure your course site(s), you should make them available to your students by publishing them (Step 21).

1. Log into OWL by going to: https://owl.uwo.ca
2. Once logged in you should be on the My Workspace page
3. Select Worksite Setup from the left hand column
4. Click the New link near the top left corner of the panel
5. Select course site and click Continue
6. Choose the session that is appropriate (e.g., Undergraduate 2013 Fall/Winter)
7. If you already have been enrolled by your department as the approved course instructor (this likely won’t be the case for Psychology Faculty), you will see a section or sections with a check box for those you are teaching.

Important: If you are teaching more than one course and none of the boxes are checked, go through Steps 8-20 separately for each course; otherwise, the courses will be combined into one section.

8. Check the box and proceed to set up the course.
9. Select any tools you want included in the course (you can edit and add to these later).
10. Select whether to Publish your site (in which case it will be immediately viewable to students) or leave it as draft. For information on how to publish it later, refer to Step 21.
11. You’ll then see a screen that asks you to input two versions of the course description, a longer one for the course’s home page (accessible only to you and the students) and a shorter one (max of 80 characters) for the publically viewable site listing.
12. After entering that information, click Continue.
13. For those wanting to import content from an existing site (e.g., last year’s version of the course), complete Steps 14-20.

Importing Content from another course/site

14. Before importing content to a new site, it is first necessary to enable all the tools that had been used in the old site; setting up these tools in the new site effectively creates empty vessels into which the content from the old site can be imported. For example, if you used the Syllabus, Resources, Lessons, Gradebook, Forums and/or Assignment tools in
your old site, you must first enable those tools in the new site before you can import the old content into the new site. For more information on setting up tools, please see the Edit Tools section in the Site Info documentation.

15. Once you've set up an empty instance of each tool used in the site from which you are importing content, scroll down to the bottom of the page and, under Re-use Material from Other Sites you own, Click “Yes, from these sites”. Then select the course (or courses) from which you want to import the content and click Continue.

16. On the next screen, you will be asked to select the material (resources, Gradebook) you want to reuse from the other site(s). If a box is greyed out, it means that the corresponding tool is not enabled in the old site. If you want it, you'll need to go back to the old site and enable it. Click Continue.

17. You'll then be asked whether you want to publish the site, that is, allow students to view it in its current form. It’s best not to do so at this point, so click on Leave as Draft. Then click Continue.

18. You’ll then be asked to confirm your setup selections. If you’re happy with them, then click Create Site. If not, then click back and make the corrections.

19. Once you press Continue, the site will be created. Be patient, as this might take some time.

20. Once the site (with the imported content) has been created, you'll be taken to the Worksite Setup Page, which now should list your newly-created course.

To Publish/Un-publish your Course Site

21. To publish an unpublished course: Once you log into the course site, you'll see a red square in the upper left hand corner. Click on its Publish Now button.

22. To un-publish a published course. (This might come in handy if you want to make changes to the course without students witnessing the process.) Click on the Site Info link in the upper left hand column. This may take you directly to Change Access for.... page, where you click on Leave as Draft. Or it might take you to the Site Info page, where you click on the Manage Access link in the upper right hand side. This, in turn, will take you to the Change Access for .. page, where you click on Leave as Draft.

More specific Information

1. Items saved as drafts in the source site will be imported as drafts, meaning they are not immediately viewable by participants. To make them viewable, you must "post" them.

2. When assignments are imported from another site, the Add to Gradebook option is selected by default. If such an assignment is then updated and saved, a corresponding Gradebook entry will be created, which may or may not be what was intended. To associate the item to an existing Gradebook entry, rather than creating a new Gradebook item from within the Assignments tool, select Associate with existing Gradebook entry and choose the desired Gradebook entry before posting.

3. When you import Gradebook settings, you may import an item with a Gradebook Item Point Value of less than or equal to 0 (zero); but if you try to edit such an item, you will get an error message.

4. For more detailed instructions on how to transfer and import old course content, see the Transferring and Downloading Content documentation page.