



Antioch Sakai Address: <https://sakai.antioch.edu>

## Introduction

The forum tool in Sakai organizes conversations in a hierarchy that begins at the **Forum** level which is then divided into a **Topic** > **Conversation** > **Reply**. This hierarchy organizes the flow of information, making it easier to follow and contribute. To access a forum select the **Forum** link in the Sakai main menu or select the name of the topic at the bottom of a lesson.

A screenshot of the Sakai Forums page. At the top, there's a navigation bar with a 'Forums' link and a 'Watch' button. Below that, a 'Forums' section shows a list of forums. The first item is '20 14SP PYB-550-A Psychopathology Forum'. A red arrow points to the word 'Forum' next to the forum name. Underneath, there are four topics: 'General Questions', 'Course Feedback', 'Introductions', and 'Open Forum'. Another red arrow points to the word 'Topic' next to the 'Course Feedback' topic. Each topic has a small description and a 'View Full Description' link.

Once you open a topic within the forum you can either **Start a New Conversation** or read from the list of existing conversations. We recommend starting a new conversation only if your topic is unrelated to any of the existing conversations listed. Otherwise it is best to reply to an existing conversation.

A screenshot of the 'General Questions' topic page under the 'Psychopathology Forum'. At the top, there are buttons for 'Start a New Conversation' and 'Display Message Content'. Below that, a breadcrumb trail shows 'Forums / 20 14SP PYB-550-A Psychopathology Forum / General Questions'. Navigation links for 'Previous Topic' and 'Next Topic' are also present. The main content area is titled 'Conversations' and includes columns for 'Authored By' and 'Date'. There are four conversations listed:

Conversation	Authored By	Date
This message has been deleted (1 message -)		
▶   New! Group Project (2 messages - 2 unread)		Jan 21, 2014 11:34 AM
▶   New! Groups (4 messages - 4 unread)		Jan 26, 2014 7:47 PM
▶   New! Video: How Does the Brain Work? (4 messages - 4 unread)		Feb 5, 2014 10:59 AM
▶   New! Lesson 4 (8 messages - 8 unread)		Feb 10, 2014 3:50 PM

The image above shows 4 conversations each of which contains a series of replies. The **Lesson 4** conversation has 8 related messages that have not been read. To expand the conversation click on the small arrows in the left margin.

Replying to a conversation helps you to group responses based upon a similar theme and therefore makes it easier to follow. The conversation below has no responses. After reading the message I can either:

1. Go to the Previous / Next conversation
2. Reply to the Initial message (top left)
3. Reply to the current message

Choosing *where* to enter your comments, either by starting a new conversation or replying to an existing one is important if you want your message to have an impact. A good comment attached to the wrong conversation often goes unheard.

The screenshot shows a forum interface with the following details:

- Header: Forums / 2014SP PYB-550-A Psychopathology Forum / General
- Message Title: New! Group Project
- Message Date: (Jan 21, 2014 11:34 AM) - Read by: 11
- Message Content:

Hello -  
I am wondering how to collaborate with people on a group project, for an online class. I am new to the idea of connecting online, rather than in person! Also, I am not familiar with Google Docs. I have checked out the Google Docs help links that you included, and if more questions arise, then I'll get back to you!  
As for the timeline for forming our groups for the presentation, will that happen further on in the semester (as we learn more about the topics), or are we expected to make a topic choice right away?
- Action Bar: Reply to this Conversation (with a red arrow pointing to it)

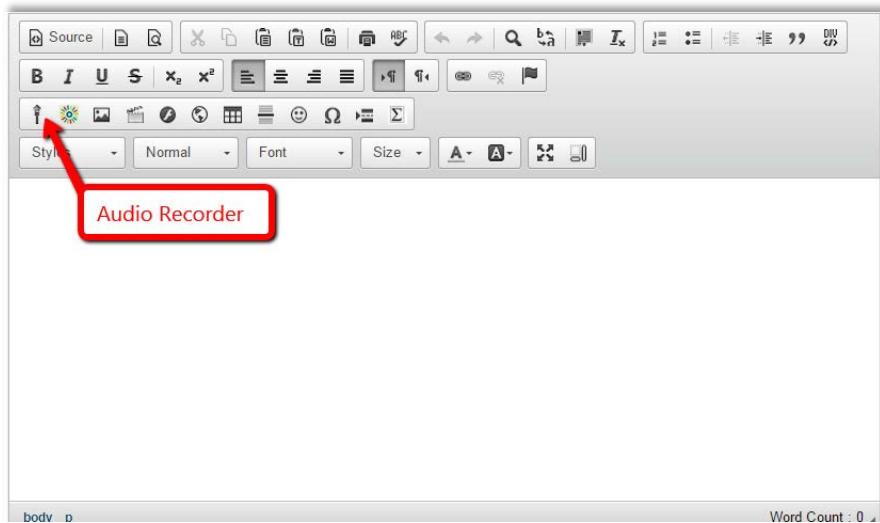
When you create a message in the forum it's important that you use the **Title / Subject** line to preview what you will say in the message. Think of the title as a headline in a newspaper. If the headline is interesting then people are more apt to read it. The body of the message can contain text, pictures, and links to websites or embedded videos so don't be afraid to support your comments with interesting formatting and media.

The screenshot shows a message composition window with the following fields:

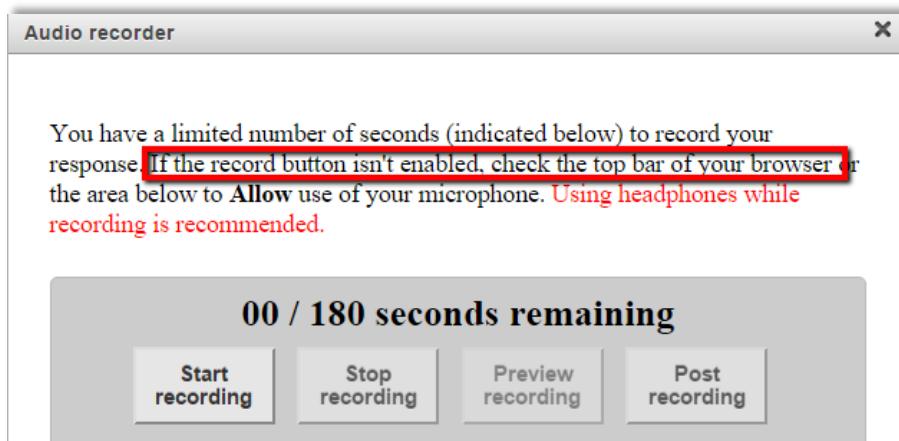
- Title / Subject line: Re: Group Project (with a red arrow pointing to it)
- Body of message: (Large text area with a red arrow pointing to it)
- Action Bar:
  - Publish post (with a red arrow pointing to it)
  - Cancel
  - Post
  - Add attachment

## Adding Audio to your posts:

Sakai now has the ability to add audio messages of up three minutes to your posts. First, you must configure the Audio Recorder on your computer. Choose the Audio recorder Icon from the text editor as shown below.



The Audio Recorder box will open. If the “start recording” button is grayed out that is because your microphone is not enabled in your browser. The bar along the top of the browser will ask for permission to use your microphone. Choose **Allow**.



From there you can select the “Start Recording” option. When you are done talking, choose “Stop Recording.” Don’t forget to Post your recording to make it available to others.

Your recorded message will appear with the necessary player if saved properly.

