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SCHOOL OF  
THEOLOGY

## Uploading Images and Resources to Sakai

Instructional Technology | Spring 2020 | Sakai 12.6

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# How to Upload Images and Resources to Sakai

- This tutorial will show you how to upload images and other resources to the **Resources** tool on Sakai
- You may edit the details of each file as needed.
- To ensure accessibility, please caption each image you upload to the **Resources** tool. This will be covered in Steps 6-8 of this tutorial.

# I. For the example, we will be uploading a photo to the Resources tool.

The screenshot displays the Sakai LMS interface for Claremont School of Theology. The browser address bar shows the URL: `sakai.cst.edu/portal/site/4d106fb7-b7b6-4ab0-bcd1-daeed7b4df06/page/7c160a9b-8087-45dd-bd79-1881aed43a0c`. The top navigation bar includes links for Apps, sakai.cst.edu, Helpdesk, Solutions, Longsight Support, Kaltura Portal, KMC, KAF, Login, Data Longsight, and 19-20 Courses. The main navigation bar features the Claremont School of Theology logo, Sites, and sakai. Below this, a secondary navigation bar lists Home, Administration Workspace, Course Sandbox KF, Sandbox KF (highlighted), and Career Services. The left sidebar contains a list of tools: Overview, Syllabus, Media Gallery, Lessons, Forums, Announcements, Resources (highlighted with a red box and a red arrow), Site Info, Calendar, Assignments, Tests & Quizzes, Drop Box, and Chat Room. The main content area is titled 'OVERVIEW' and contains a 'Site Information Display' section with a 'Sample Description Here' and two paragraphs of placeholder text. A red arrow points to the first paragraph. To the right, there is a 'Recent Announcements' section with a 'Link' button and a 'Help' button. Below this is an 'Announcements' section with a 'Link' button and a 'Help' button. The text 'There are currently no announcements at this location.' is displayed. At the bottom, there is a 'Calendar' section with a 'Link' button and a 'Help' button. The date 'May 2020' is shown, along with navigation buttons for '<', 'Today', and '>'. The footer of the page shows the URL: `https://sakai.cst.edu/portal/site/4d106fb7-b7b6-4ab0-bcd1-daeed7b4df06/tool/ce8666f7-19fa-4f46-8dcd-5273c506bf0e`.

## 2. To upload an image or resource file, click on “Actions”, then “Upload Files”.

The screenshot shows the Sakai LMS interface for Claremont School of Theology. The browser address bar displays the URL: `sakai.cst.edu/portal/site/4d106fb7-b7b6-4ab0-bcd1-daeed7b4df06/tool/ce8666f7-19fa-4f46-8dcd-5273c506bf0e?panel=Main`. The top navigation bar includes links for Apps, sakai.cst.edu, Helpdesk, Solutions, Longsight Support, Kaltura Portal, KMC, KAF, Login, Data Longsight, and 19-20 Courses. The main navigation bar shows Home, Administration Workspace, Course Sandbox KF, Sandbox KF (selected), and Career Services. The left sidebar contains links for Overview, Syllabus, Media Gallery, Lessons, Forums, Announcements, Resources (selected), Site Info, Calendar, Assignments, Tests & Quizzes, Drop Box, and Chat Room. The main content area is titled 'RESOURCES' and includes tabs for Site Resources, Trash, Transfer Files, Permissions, Options, and Check Quota. Below these tabs, there is a section for 'Sandbox KF Resources' with a table of resources. The table has columns for Title, Access, Created By, Modified, and Size. The resources listed are: 'Sandbox KF Resources' (1 item), 'Lessons' (0.7 MB), 'Fixing the Frame Height 1 copy.png' (0.7 MB), 'How To Create and Import Attendance' (0.7 MB), and 'WhatsApp Image 2020-02-15 at 3.25.4' (324.7 KB). A red arrow points to the 'Actions' dropdown menu in the table header, and another red arrow points to the 'Upload Files' option in the dropdown menu.

Title	Access	Created By	Modified	Size
<a href="#">Sandbox KF Resources</a>	Entire site	sakai support	Apr 2, 2019 3:19 pm	1 item
<a href="#">Lessons</a>	Entire site	sakai support	May 26, 2020 6:20 pm	0.7 MB
<a href="#">Fixing the Frame Height 1 copy.png</a>	Entire site	sakai support	Mar 8, 2019 2:51 pm	0.7 MB
<a href="#">How To Create and Import Attendance</a>	Entire site	sakai support	May 26, 2020 6:25 pm	324.7 KB
<a href="#">WhatsApp Image 2020-02-15 at 3.25.4</a>				

# 3. You may “drag and drop” or browse for the files you want to upload.

The screenshot shows the Sakai LMS interface for Claremont School of Theology. The browser address bar shows the URL: `sakai.cst.edu/portal/site/4d106fb7-b7b6-4ab0-bcd1-daeed7b4df06/tool/ce8666f7-19fa-4f46-8dcd-5273c506bf0e/sakai.resource.type.helper...`. The top navigation bar includes links for Apps, sakai.cst.edu, Helpdesk, Solutions, Longsight Support, Kaltura Portal, KMC, KAF, Login, Data Longsight, and 19-20 Courses. The main navigation bar features the Claremont School of Theology logo, Sites, and sakai. The left sidebar contains a menu with Overview, Syllabus, Media Gallery, Lessons, Forums, Announcements, Resources (highlighted), Site Info, Calendar, Assignments, Tests & Quizzes, Drop Box, and Chat Room. The main content area is titled "RESOURCES" and shows the "Upload Files" section. The location is "Sandbox KF". A large dashed box contains a button that says "Drop files to upload, or click here to browse.", which is circled in red with an arrow pointing to it. Below this box, instructions state: "Drag and drop files from your desktop into the box above. Files can be uploaded individually or in ZIP archives. Expand ZIPs after uploading via the file's Action menu. Click Continue when ready to complete the upload. Note that you cannot upload more than 60 MB of material at once. Copyright: It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this website. Text, graphics and other media files may all be subject to copyright control even if your site is restricted to site members." At the bottom, the "Versioning" section shows "Uploaded items should" and two radio buttons: "Create new version" (selected) and "Overwrite existing files".

**RESOURCES** [Link](#) [Help](#)

### Upload Files

Location: / Sandbox KF

Drop files to upload, or click here to browse.

Drag and drop files from your desktop into the box above.

Files can be uploaded individually or in ZIP archives. Expand ZIPs after uploading via the file's Action menu. Click Continue when ready to complete the upload. Note that you cannot upload more than 60 MB of material at once.

Copyright: It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this website. Text, graphics and other media files may all be subject to copyright control even if your site is restricted to site members.

**Versioning** Uploaded items should

☒ Create new version ☐ Overwrite existing files

# 4. The images and files you choose will be visible in the box.

The screenshot displays the Sakai LMS interface for Claremont School of Theology. The top navigation bar includes the school's logo, a 'Sites' menu, and the 'sakai' logo. Below this is a secondary navigation bar with links to Home, Administration Workspace, Course Sandbox KF, Sandbox KF (highlighted), and Career Services. A left sidebar lists various site tools: Overview, Syllabus, Media Gallery, Lessons, Forums, Announcements, Resources (highlighted), Site Info, Calendar, Assignments, Tests & Quizzes, Drop Box, and Chat Room. The main content area is titled 'RESOURCES' and contains an 'Upload Files' section. The location is set to 'Sandbox KF'. A dashed box represents the upload area, containing a thumbnail image of a garden scene. A red arrow points to this thumbnail, and a 'Remove file' link is visible below it. Below the upload box, instructions state: 'Drag and drop files from your desktop into the box above. Files can be uploaded individually or in ZIP archives. Expand ZIPs after uploading via the file's Action menu. Click Continue when ready to complete the upload. Note that you cannot upload more than 60 MB of material at once. Copyright: It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this website. Text, graphics and other media files may all be subject to copyright control even if your site is restricted to site members.'

# 5. Once you have found the files, click “Continue” at the bottom of the page.

The screenshot shows a web browser window with the URL `sakai.cst.edu/portal/site/4d106fb7-b7b6-4ab0-bcd1-daeed7b4df06/tool/ce8666f7-19fa-4f46-8dcd-5273c506bf0e/sakai.resource.type.helper...`. The page header includes the Claremont School of Theology logo and navigation links like 'Apps', 'Helpdesk', 'Solutions', etc. A sidebar on the left lists various tools like 'Drop Box', 'Chat Room', 'Section Info', etc. The main content area contains instructions for file uploads and copyright notices. Below these, there are configuration options for 'Versioning' (Create new version selected), 'Availability' (Visible selected), and 'Email Notification' (set to 'None - No notification'). At the bottom of the configuration section, the 'Continue' button is circled in red, and a red arrow points to it from the 'Email Notification' dropdown menu. The footer includes links to 'Gateway', 'Accessibility Information', and 'The Sakai Project', along with copyright information for Sakai.

Files can be uploaded individually or in ZIP archives. Expand ZIPs after uploading via the file's Action menu. Click Continue when ready to complete the upload. Note that you cannot upload more than 60 MB of material at once.

Copyright: It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this website. Text, graphics and other media files may all be subject to copyright control even if your site is restricted to site members.

**Versioning** Uploaded items should

☒ Create new version ☐ Overwrite existing files

**Availability** Uploaded items should be

☒ Visible ☐ Hidden

**Email Notification**

None - No notification

**Continue** **Cancel**

[Gateway](#) [Accessibility Information](#) [The Sakai Project](#)

• [Powered by Sakai](#)  
• (c) sakaiproject.org. All rights reserved.

## 6. After the new file is upload, click “Actions” and “Edit Details”.

The screenshot shows the Sakai LMS interface for the 'Sandbox KF Resources' page. The left sidebar contains navigation links: Syllabus, Media Gallery, Lessons, Forums, Announcements, Resources (highlighted), Site Info, Calendar, Assignments, Tests & Quizzes, Drop Box, Chat Room, Section Info, and Gradebook. The main content area displays a table of resources. The table has columns for Title, Access, Created By, Modified, and Size. The resources listed are:

Title	Access	Created By	Modified	Size
<a href="#">Sandbox KF Resources</a>				
<a href="#">Lessons</a>	Entire site	sakai support	Apr 2, 2019 3:19 pm	1 item
<a href="#">Fixing the Frame Height 1 copy.png</a>	Entire site	sakai support	May 26, 2020 6:20 pm	0.7 MB
<a href="#">How To Create and Import Attendance Sheet.pptx</a>	Entire site	sakai support	Mar 8, 2019 2:51 pm	0.7 MB
<a href="#">WhatsApp Image 2020-02-15 at 3.25.56 PM.jpeg</a>	Entire site	sakai support	May 26, 2020 6:25 pm	324.7 KB

A red arrow points to the 'Actions' dropdown menu for the file 'WhatsApp Image 2020-02-15 at 3.25.56 PM.jpeg'. The dropdown menu is open, showing options: Copy, Edit Details (highlighted with a red box), Upload New Version, Move, Move to Trash, and Duplicate. Another red arrow points to the 'Edit Details' option.



# 7. You may now enter a description. This will be a caption in the Lessons tool.

The screenshot shows the Sakai LMS interface for editing a resource. The left sidebar contains a menu with items: Overview, Syllabus, Media Gallery, Lessons, Forums, Announcements, Resources (highlighted), Site Info, Calendar, Assignments, Tests & Quizzes, Drop Box, Chat Room, and Section Info. A red arrow points from the 'Resources' menu item to the 'Description' field in the main content area.

The main content area is titled 'RESOURCES' and contains the 'Edit Details' form. The form includes the following fields:

- Display Name:** WhatsApp Image 2020-02-15 at 3.25.56 PM.jpeg
- Description:** An image of yellow daffodils blooming in a round wooden planter. (This field is highlighted with a red box.)
- Allow HTML files:** ☐ User-uploaded HTML may contain dangerous scripts. To override default behavior and allow unrestricted HTML, check this box.
- Copyright Status:** Material is in public domain.
- Copyright Alert:** ☐ Display copyright alert and require acknowledgement when accessed by others. (what's this?)

At the bottom of the form, there is a link for [Availability and Access](#).

# 8. When you have finished the description, click “Update” at the bottom of the page.

The screenshot shows a web browser window with the URL `sakai.cst.edu/portal/site/4d106fb7-b7b6-4ab0-bcd1-daeed7b4df06/tool/ce8666f7-19fa-4f46-8dcd-5273c506bf0e?panel=Main`. The page header includes the Claremont School of Theology logo and navigation links like 'Apps', 'Helpdesk', 'Solutions', 'Longsight Support', 'Kaltura Portal', 'KMC', 'KAF', 'Login', 'Data Longsight', and '19-20 Courses'. The main content area is titled 'Choose who can see this item.' and contains three radio button options: 'Only members of this site can see this file.' (selected), 'This file is publicly viewable.', and 'Display this file to selected groups only.'. Below these are three expandable sections: 'File Details', 'Optional Properties', and 'Learning Object Metadata'. An 'Email Notification' dropdown menu is set to 'None - No notification'. At the bottom, the 'Update' button is circled in red, with a red arrow pointing to it from the 'Email Notification' dropdown. A 'Cancel' button is also visible next to the 'Update' button. The footer contains links for 'Gateway Accessibility Information' and 'The Sakai Project', along with text indicating it is 'Powered by Sakai' and '(c) sakaiproject.org. All rights reserved.'

sakai.cst.edu : Sandbox KF : R... X

sakai.cst.edu/portal/site/4d106fb7-b7b6-4ab0-bcd1-daeed7b4df06/tool/ce8666f7-19fa-4f46-8dcd-5273c506bf0e?panel=Main

Apps sakai.cst.edu Helpdesk Solutions Longsight Support Kaltura Portal KMC KAF Login Data Longsight 19-20 Courses

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Sites sakai

Help

Choose who can see this item.

☒ Only members of this site can see this file.

☐ This file is publicly viewable.

☐ Display this file to selected groups only.

[File Details](#)

[Optional Properties](#)

[Learning Object Metadata](#)

Email Notification None - No notification

**Update** Cancel

[Gateway Accessibility Information](#) [The Sakai Project](#)

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# Thank you!

For assistance, please contact:

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Instructional Design

Claremont School of Theology