

CLAREMONT
SCHOOL OF
THEOLOGY

How to Embed Captioned Images on the Lessons Tool

Instructional Technology | Spring 2020 | Sakai | 2.6

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How To Embed Captioned Images on the Lessons Tool

- Once you have uploaded images to your **Resources** tool on Sakai, you can easily embed them on your **Lessons** pages.
- To ensure accessibility, please caption each image you upload to your **Resources** tool. This will be covered in Steps 1-4 of this tutorial.

I. To caption an image for Lessons, go to your 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, a Sites button, and a sakai button. 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 pointing to it), 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. To the right of the main content area, there are sections for 'Recent Announcements' (with a 'Link' button and a 'Help' button), 'Announcements' (viewing announcements from the last 10 days), and a 'Calendar' section (with a 'Link' button and a 'Help' button). The bottom of the page shows the URL: `https://sakai.cst.edu/portal/site/4d106fb7-b7b6-4ab0-bcd1-daeed7b4df06/tool/ce8666f7-19fa-4f46-8dcd-5273c506bf0e` and a 'May 2020' calendar view with navigation buttons for '<', 'Today', and '>'.

2. Choose the file to caption, then click “Actions” and “Edit Details”.

The screenshot shows the Sakai LMS interface for the Claremont School of Theology. The main content area displays the 'Sandbox KF Resources' page. A table lists the resources, including a folder 'Sandbox KF Resources' and several files. The file 'WhatsApp Image 2020-02-15 at 3.25.56 PM.jpeg' is highlighted, and its 'Actions' dropdown menu is open, showing options like 'Copy', 'Edit Details', 'Upload New Version', 'Move', 'Move to Trash', and 'Duplicate'. A red arrow points to the 'Edit Details' option.

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

Actions

- Copy
- Edit Details
- Upload New Version
- Move
- Move to Trash
- Duplicate

3. Write a description for the image. This will be the caption in the Lessons tool.

sakai.cst.edu : Sandbox KF : Re 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

CLAREMONT SCHOOL OF THEOLOGY Sites sakai

Overview Syllabus Media Gallery Lessons Forums Announcements Resources Site Info Calendar Assignments Tests & Quizzes Drop Box Chat Room Section Info

RESOURCES Link Help

Edit Details

Change the resource's details and then choose 'Update' at the bottom. Required items marked with *

* **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.

Allow HTML files ☐ User-uploaded HTML may contain dangerous scripts. To override default behavior and allow unrestricted HTML, check this box.

* **Copyright Status** ([more info](#))

Material is in public domain.

Copyright Alert

☐ Display copyright alert and require acknowledgement when accessed by others. ([what's this?](#))

[Availability and Access](#)

4. Once you have written 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'. At the bottom, there is an 'Email Notification' dropdown menu set to 'None - No notification'. A red circle highlights the 'Update' button, with a red arrow pointing to it from the right. 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...

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

CLAREMONT SCHOOL OF THEOLOGY

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](#)

• [Powered by Sakai](#)

• (c) sakaiproject.org. All rights reserved.

5. Now go to the Lessons page where you want to embed the image.

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`. 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 Home, Administration Workspace, Course Sandbox KF, Sandbox KF (highlighted), and Career Services. The left sidebar contains a list of navigation items: Overview, Syllabus, Media Gallery, Lessons (highlighted with a red box and a red arrow), Forums, Announcements, Resources, 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 'Lessons' link in the sidebar. The right sidebar contains 'Recent Announcements' and 'Announcements' sections, both showing no announcements. At the bottom, there is a 'Calendar' section for June 2020.

sakai.cst.edu : Sandbox KF

sakai.cst.edu/portal/site/4d106fb7-b7b6-4ab0-bcd1-daeed7b4df06

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

CLAREMONT SCHOOL OF THEOLOGY

Sites sakai

Home Administration Workspace Course Sandbox KF **Sandbox KF** Career Services

Overview

Syllabus

Media Gallery

Lessons

Forums

Announcements

Resources

Site Info

Calendar

Assignments

Tests & Quizzes

Drop Box

Chat Room

OVERVIEW

Site Information Display

Edit Link Help

Sample Description Here

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

And on it goes:

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

Recent Announcements

Options Link Help

Announcements

(viewing announcements from the last 10 days)

There are currently no announcements at this location.

Calendar

Options Publish (private) Link Help

June 2020

< Today >

6. Click “Add Content”, then choose “Embed Content on Page”.

The screenshot shows the Sakai LMS interface for the Claremont School of Theology. The left sidebar contains a navigation menu with items like Overview, Syllabus, Media Gallery, Lessons, Forums, Announcements, Resources, Site Info, Calendar, Assignments, Tests & Quizzes, Drop Box, Chat Room, and Session Info. The main content area is titled 'LESSONS' and includes buttons for 'Add Content +', 'Reorder', 'Print view', 'Index of pages', 'Link', and 'Help'. The 'Add Content' button is circled in red, and a red arrow points to it. Below it, a dropdown menu is open, showing options: 'Add Text', 'Embed content on page' (highlighted with a red box and a red arrow), 'Add Content Links', 'Add Subpage', 'Add Resources Folder', 'Link to an assignment', 'Embed Calendar', 'Link to a test or quiz', 'Link to a forum or topic', 'Embed Announcements', and 'Embed Forums Conversations'. To the right of the dropdown, a green circular icon with a white plus sign is shown, with a text box stating: 'Click the "+" at the bottom of a section to add new content at the bottom of that section.'

7. Now click on “Or select existing files from Resources”.

Embed content on page

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

[Frequently Asked Questions about multimedia content](#)

Upload files

No file chosen

Or select existing files from Resources

Or add a URL or "embed code"

☐ Don't Release Item Until All Prerequisites are Completed

8. Choose which image you want to embed, then click “Select”.

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/3e20fee2-abdd-43ac-9c5d-522fbbd3b2e9/ResourcePicker/tool?saka...`. 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 (selected), Forums, Announcements, Resources, Site Info, Calendar, Assignments, Tests & Quizzes, Drop Box, and Chat Room. The main content area is titled 'LESSONS' and displays a 'Please Choose a File' dialog. The dialog shows the location 'Sandbox KF Resources' and a list of files. A red arrow points to the 'Select' link for the file 'WhatsApp Image 2020-02-15 at 3.25.56 PM.jpeg', which is circled in red.

LESSONS

Please Choose a File

Please select one or more files to add.

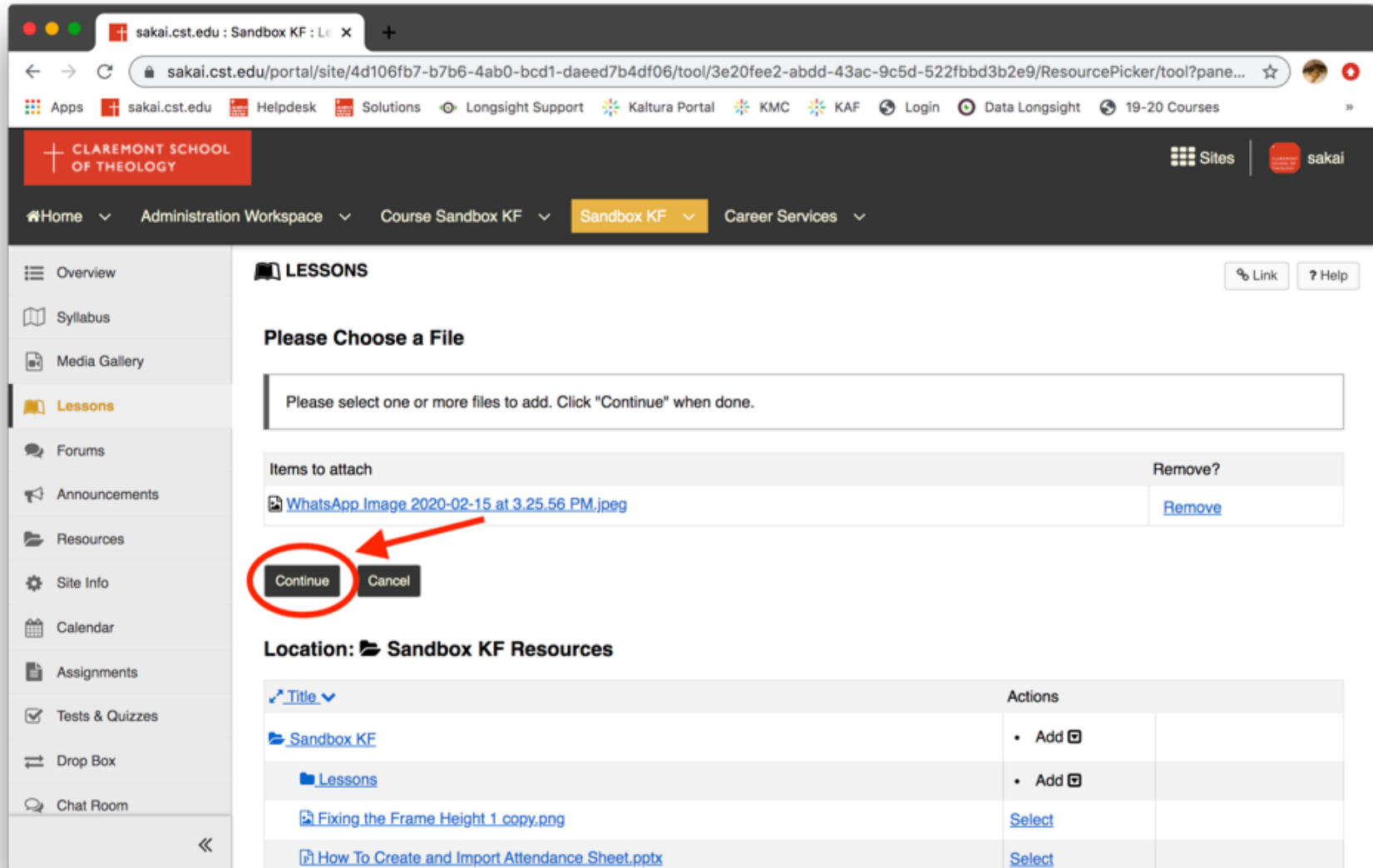
Location: **Sandbox KF Resources**

Title	Actions
Sandbox KF	• Add
Lessons	• Add
Fixing the Frame Height 1 copy.png	Select
How To Create and Import Attendance Sheet.pptx	Select
WhatsApp Image 2020-02-15 at 3.25.56 PM.jpeg	Select

[Show other sites](#)

Continue Cancel

9. You can select multiple items. After selecting your image(s), click “Continue”.




The screenshot shows the Sakai LMS interface for Claremont School of Theology. The user is in the 'Sandbox KF' course, specifically in the 'Lessons' section. The interface includes a sidebar with navigation options like Overview, Syllabus, Media Gallery, Lessons, Forums, Announcements, Resources, Site Info, Calendar, Assignments, Tests & Quizzes, Drop Box, and Chat Room. The main content area is titled 'LESSONS' and contains a 'Please Choose a File' section. This section has a text box with the instruction 'Please select one or more files to add. Click "Continue" when done.' Below this is a table of 'Items to attach' with a 'Remove?' column. One item is listed: 'WhatsApp Image 2020-02-15 at 3.25.56 PM.jpeg' with a 'Remove' link. At the bottom of this section are 'Continue' and 'Cancel' buttons. The 'Continue' button is circled in red, and a red arrow points to it from the word 'Continue' in the instructions. Below the file selection section is a 'Location' section titled 'Sandbox KF Resources' which displays a list of resources with their titles and actions (Add, Select).

LESSONS

Please Choose a File

Please select one or more files to add. Click "Continue" when done.

Items to attach	Remove?
 WhatsApp Image 2020-02-15 at 3.25.56 PM.jpeg	Remove

Continue **Cancel**

Location: Sandbox KF Resources

Title	Actions
Sandbox KF	Add
Lessons	Add
Fixing the Frame Height 1 copy.png	Select
How To Create and Import Attendance Sheet.pptx	Select


I 0. Your image is now embedded with an attached caption on the Lessons page.

sakai.cst.edu : Sandbox KF : Le X

sakai.cst.edu/portal/site/4d106fb7-b7b6-4ab0-bcd1-daeed7b4df06/tool/3e20fee2-abdd-43ac-9c5d-522fbbd3b2e9/ShowPage?sakai.tool.plac...

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

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An image of yellow daffodils blooming in a round wooden planter.

Back Next

Thank you!

For assistance, please contact:

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Instructional Design

Claremont School of Theology