

CLAREMONT  
SCHOOL OF  
THEOLOGY

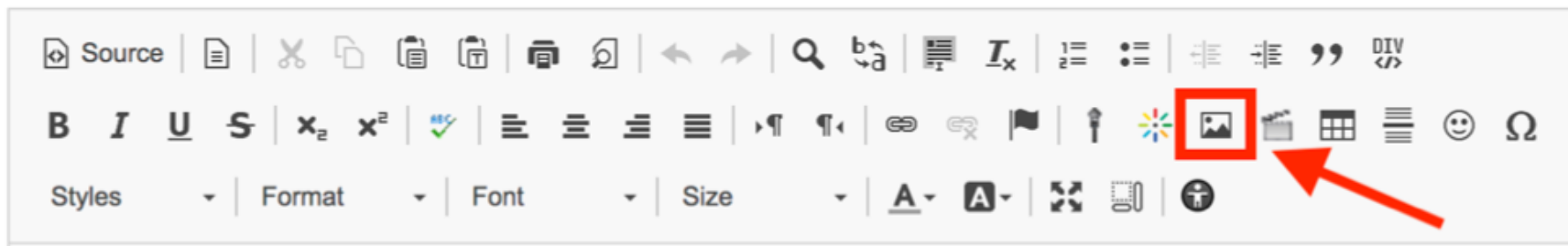
## Embedding Images with Captions on Sakai

Instructional Technology | Spring 2020 | Sakai 12.6

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# How to Embed Images with Captions on Sakai

- Once you have uploaded images to your **Resources** tool on Sakai, you can easily embed them in other tools, such as Announcements, Forums, and Assignments, wherever the **photo/image** icon is available on the rich text toolbar:



- You may edit the size of the image when you embed it.
- To ensure accessibility, you should **caption** each image that you embed. This will be covered in Steps 5-8 of this tutorial.

# I. For this tutorial, we will embed and caption a photo on the Overview Page.

The screenshot shows the Sakai Overview page for a course titled "Sandbox KF". The page layout includes a top navigation bar with the Claremont School of Theology logo and various site links. Below this is a secondary navigation bar with dropdown menus for Home, Administration Workspace, Course Sandbox KF, and Career Services. The main content area is divided into three sections: Overview, Recent Announcements, and Calendar. The Overview section is highlighted with a red box, and its "Edit" button is circled in red with an arrow pointing to it. The Overview section contains a "Site Information Display" with a "Sample Description Here" and two paragraphs of placeholder text. The Recent Announcements section shows a message that there are currently no announcements. The Calendar section displays the month of June 2020.

sakai.cst.edu : Sandbox KF

sakai.cst.edu/portal/site/4d106fb7-b7b6-4ab0-bcd1-daeed7b4df06/page/7c160a9b-8087-45dd-bd79-1881aed43a0c

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

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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** Link ? Help

Options

**Announcements**  
(viewing announcements from the last 10 days)

There are currently no announcements at this location.

**Calendar** Link ? Help

Options Publish (private)

**June 2020** < Today >

## 2. To embed an image, click on the image icon in the rich text tool bar.

The screenshot shows the Sakai LMS interface for Claremont School of Theology. The main content area is a rich text editor with a toolbar. A red arrow points to the image icon in the toolbar. The editor contains the text "cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum." and "Thank you." Below the text, it shows "body p strong" and "Words: 569, Characters (with HTML): 4316/1000000". The right sidebar contains an "Announcements" section with a message "There are currently no announcements at this location." and a "Calendar" section for May 2020.

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Announcements  
(viewing announcements from the last 10 days)

There are currently no announcements at this location.

Calendar  
Options Publish (private)

May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

# 3. Click on “Browser Server” to browse your Resource tool.

The screenshot shows the Sakai LMS interface for Claremont School of Theology. The main content area is titled 'Announcements' and displays a message: 'There are currently no announcements at this location.' A red arrow points to the 'Browse Server' button in the 'Image Properties' dialog box, which is open over the 'Announcements' section. The dialog box has a 'URL' field, an 'Alternative Text' field, and options for 'Width', 'Height', 'Alignment', and 'Captioned image'. The 'URL' field is highlighted with a blue border, and the 'Browse Server' button is highlighted with a red border. The background interface includes a sidebar with navigation links like 'Forums', 'Announcements', 'Resources', 'Site Info', 'Calendar', 'Assignments', 'Tests & Quizzes', 'Drop Box', 'Chat Room', 'Section Info', 'Gradebook', 'Messages', and 'Wiki'. 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 bottom status bar shows 'javascript:void(0)'.

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Announcements  
(viewing announcements from the last 10 days)

There are currently no announcements at this location.

Image Properties

URL

Browse Server

Alternative Text

Width Height

Alignment

None Left Center Right

Captioned image

Cancel OK

cupidatat non proident, sunt in culpa qui  
laborum."

Thank you

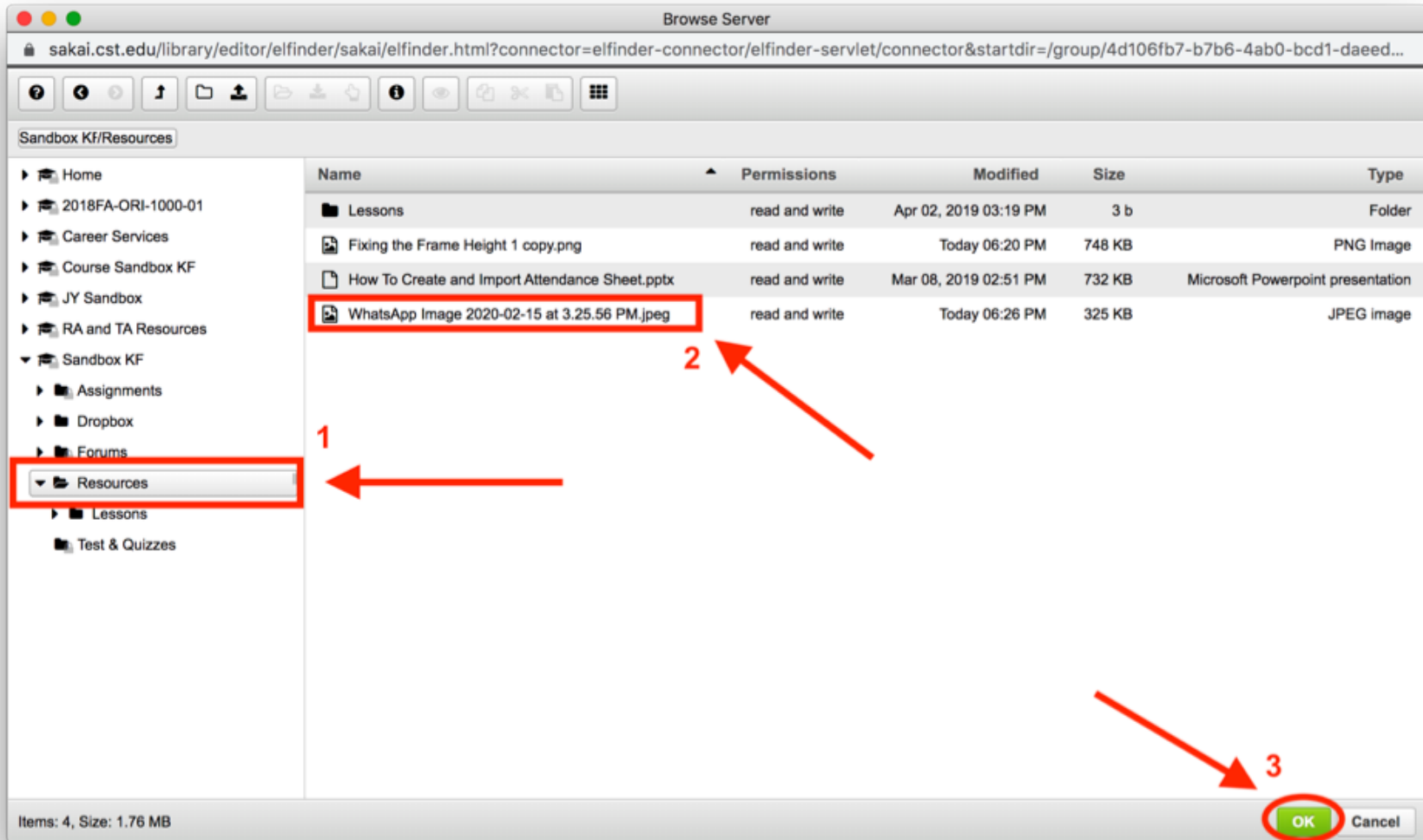
Site Info URL

Words: 569, Characters (with HTML): 4316/1000000

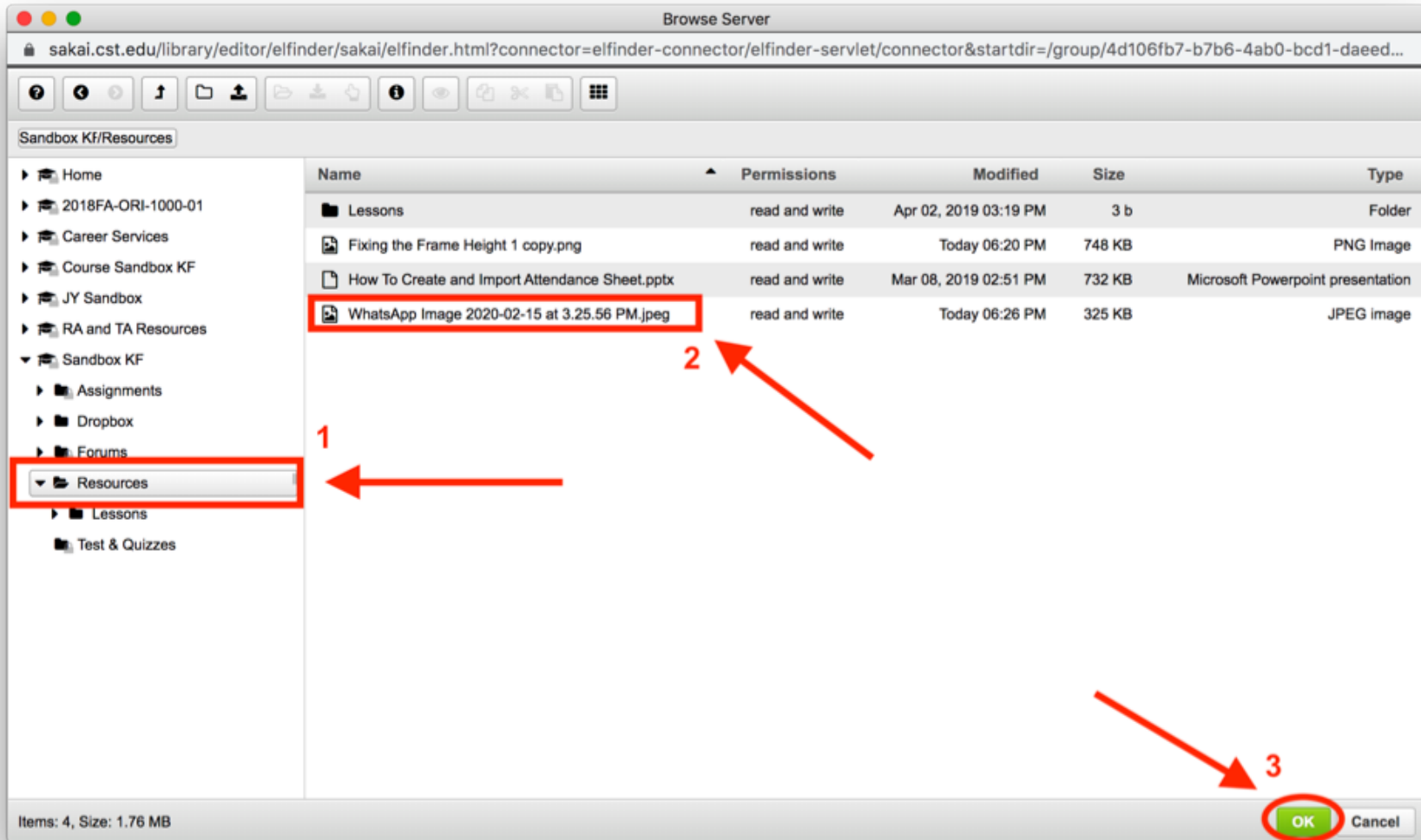
May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

# 4a. You can browse through your sites' Resource pages on the left-hand bar [1].



# 4b. After you have selected your image [2], click the “OK” button [3].



# 5a. You can change the size and alignment of the image.

The screenshot shows the Sakai LMS interface for Claremont School of Theology. The main content area displays a description with an image placeholder. The 'Image Properties' dialog box is open, allowing users to modify the image's dimensions and alignment. The dialog includes fields for URL, Alternative Text, Width, Height, and Alignment, along with a 'Captioned Image' checkbox. A red box highlights the Width, Height, and Alignment settings, with a red arrow pointing to the Width field.

**Image Properties**

URL:  [Browse Server](#)

Alternative Text:

Width:  Height:  [Lock](#) [Unlock](#)

Alignment: ☒ None ☐ Left ☐ Center ☐ Right

☒ Captioned Image

[Cancel](#) [OK](#)



## 5b. Check the “Captioned Image” box, then click the “OK” button.

The screenshot shows the Sakai CMS interface for Claremont School of Theology. A dialog box titled "Image Properties" is open, displaying the URL "https://sakai.cst.edu/ax", a width of 1200, and a height of 1600. The "Captioned Image" checkbox is checked and highlighted with a red box. An arrow points from the "Thank you" text in the background to this checkbox. Another arrow points from the "OK" button, which is also circled in red, to the right. The background interface includes a sidebar with navigation links like "Announcements", "Resources", and "Calendar", and a main content area with a "Description" field and a calendar for May 2020.

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sakai.cst.edu : Sandbox KF : x

sakai.cst.edu/portal/site/4d106fb7-b7b6-4ab0-bcd1-daeed7b4df06/page/7c160a9b-8087-45dd-bd79-1881aed43a0c?org.sakaiproject.portal.pluto....

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Sites sakai

Frame Height 1800 pixels

Description

Source

Image Properties

URL  
https://sakai.cst.edu/ax Browse Server

Alternative Text

Width 1200 Height 1600

Alignment  
☒ None ☐ Left ☐ Center ☐ Right

☒ Captioned Image

Cancel OK

Thank you

cupidatat non proident, sunt in culpa qui o laborum."

body p Words: 569, Characters (with HTML): 4357/1000000

Site Info URL

May 2020

	Mon	Tue	Wed	Thu	Fri	Sat
1	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

**6. You will now be able to write a caption in the box attached below the image.**

The screenshot displays the Sakai CMS interface. On the left is a sidebar with navigation links: Announcements, Resources, Site Info, Calendar, Assignments, Tests & Quizzes, Drop Box, Chat Room, Section Info, Gradebook, Messages, Wiki, and Gradebook Classic. The main content area is titled 'Description' and features a rich text editor. The editor's toolbar includes options for Source, Undo, Redo, Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Table, Smiley, and Insert. Below the toolbar is a text area containing the word 'Caption'. A red arrow points to this text area. The right sidebar shows a calendar for May 2020, with the date 26 highlighted. The top of the page shows the Sakai logo and navigation links for Sites and sakai.

# 7. After you have captioned the image, click on “Update Options”.

The screenshot shows the Sakai LMS interface for Claremont School of Theology. The main content area displays an image of yellow daffodils in a round planter, with a caption box below it containing the text "Image of yellow daffodils in a round planter." A red arrow points from the "Update Options" button at the bottom to the captioned image. The "Update Options" button is circled in red. The interface also includes a sidebar with navigation links, a calendar for May 2020, and a message center notifications section.

Calendar

Options Publish (private)

May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Message Center Notifications

<a href="#">New Messages</a>	none
<a href="#">New in Forums</a>	none

## 8. The image is now embedded with an attached caption.

sakai.cst.edu : Sandbox KF : X

sakai.cst.edu/portal/site/4d106fb7-b7b6-4ab0-bcd1-daeed7b4df06/page/7c160a9b-8087-45dd-bd79-1881aed43a0c?org.sakaiproject.portal.pluto....

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Sites sakai




Image of yellow daffodils in a round planter.

# Thank you!

For assistance, please contact:

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Instructional Design

Claremont School of Theology