

## Adding Comments and Questions to Lessons

Instructional Technology | Spring 2022 | Sakai 12.6

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# How to Add Comments and Questions

- Comment and Question mini-tools can be added to Lessons pages.
- You can edit the Comment and Question mini-tools to suit your needs.
- Comments and Questions can also be graded items.

# I. Select the Lessons page to which you want to add a Comment or Question.

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/tool/3e20fee2-abdd-43ac-9c5d-522fbbd3b2e9/ShowPage?returnVi...`. The top navigation bar includes links for Apps, sakai.cst.edu, Helpdesk, Solutions, Longsight Support, Kaltura Portal, KMC, KAF, Login iSolved HCM, Other Bookmarks, and Reading List. Below this is a search bar and a user profile icon. The main navigation menu on the left lists various sections: Overview, Syllabus, Media Gallery, Lessons (highlighted with a red box and a red arrow), Lessons 2, Forums, Announcements, Gradebook, Resources, Site Info, Calendar, Assignments, Tests & Quizzes, and Drop Box. The main content area is titled "LESSONS" and includes buttons for "Print view", "Print all", "Index of pages", "Link", "Help", "Back", and "Next". Below the title, there is a "Add Content + Reorder" button and a breadcrumb trail "Lessons > session 1". A video player is embedded, showing a "Demo Jan 14" with a play button and a progress bar at 0:00 / 0:10. At the bottom of the page, there is a decorative image of a tree and a red circular object.

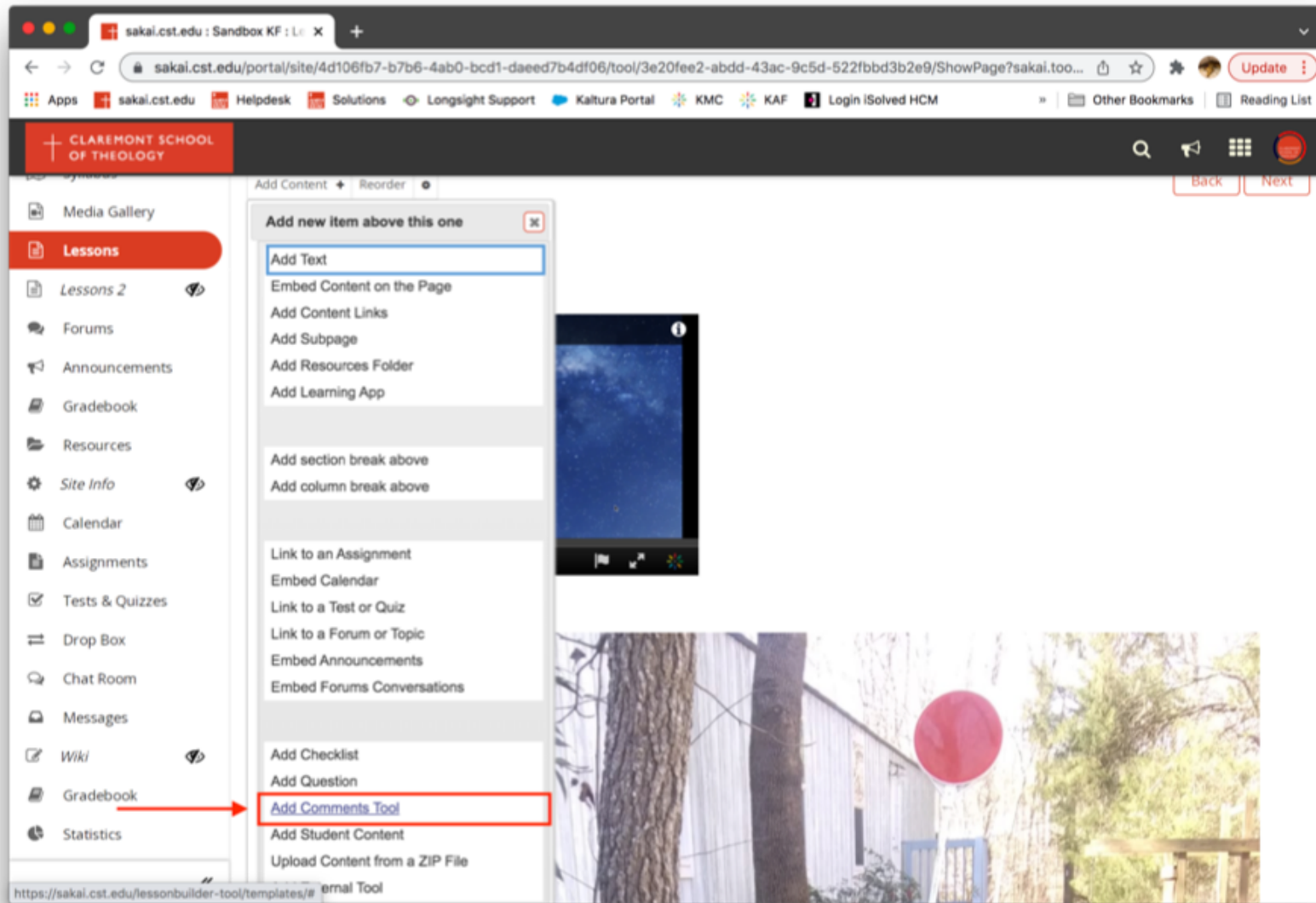
## 2a. You can click the “Add Content +” box to add the mini-tool at the bottom of the page.

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/tool/3e20fee2-abdd-43ac-9c5d-522fbbd3b2e9/ShowPage?returnVi...](https://sakai.cst.edu/portal/site/4d106fb7-b7b6-4ab0-bcd1-daeed7b4df06/tool/3e20fee2-abdd-43ac-9c5d-522fbbd3b2e9/ShowPage?returnVi...). The top navigation bar includes links for Apps, sakai.cst.edu, Helpdesk, Solutions, Longsight Support, Kaltura Portal, KMC, KAF, Login iSolved HCM, Other Bookmarks, and Reading List. The main navigation menu on the left lists Overview, Syllabus, Media Gallery, Lessons (highlighted), Lessons 2, Forums, Announcements, Gradebook, Resources, Site Info, Calendar, Assignments, Tests & Quizzes, and Drop Box. The 'LESSONS' section is active, showing a list of lessons with a red box highlighting the 'Add Content +' button. A red arrow points from this button to a video player titled 'Demo Jan 14'. The video player shows a blue sky with clouds and a play button. The bottom of the page features a banner image of a tree and a red Claremont School of Theology logo.

**2b. Or you can click the “+”  
on any item to add the mini-tool  
directly above the item.**

The screenshot shows the Sakai LMS interface for Claremont School of Theology. The top navigation bar includes links to Apps, sakai.cst.edu, Helpdesk, Solutions, Longsight Support, Kaltura Portal, KMC, KAF, Login iSolved HCM, Other Bookmarks, and Reading List. The main navigation menu on the left lists Overview, Syllabus, Media Gallery, Lessons (highlighted), Lessons 2, Forums, Announcements, Gradebook, Resources, Site Info, Calendar, Assignments, Tests & Quizzes, and Drop Box. The main content area displays the 'LESSONS' section with a video player titled 'Demo Jan 14'. A red arrow points to a '+' icon in the bottom right corner of the video player area, indicating where to click to add a mini-tool directly above the item.

# 3. First we'll look at the Comments Tool. Select “Add Comments Tool”.



# 4. An “Add Comment” button has now been added to the page.

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/tool/3e20fee2-abdd-43ac-9c5d-522fbbd3b2e9/ShowPage?sakai.tool...`. The top navigation bar includes links for Apps, sakai.cst.edu, Helpdesk, Solutions, Longsight Support, Kaltura Portal, KMC, KAF, Login iSolved HCM, Other Bookmarks, and Reading List. The left sidebar menu lists various site components: Syllabus, Media Gallery, Lessons (highlighted), Lessons 2, Forums, Announcements, Gradebook, Resources, Site Info, Calendar, Assignments, Tests & Quizzes, Drop Box, Chat Room, Messages, Wiki, and Gradebook. A red arrow points from the 'Drop Box' link in the sidebar to the 'Add Comment' button located below the video player. The main content area shows a video player titled 'Demo Jan 14' with a play button and a progress bar. Below the video player is the 'Add Comment' button. The bottom of the page features a banner image of a tree and a red circle.



# 5a. Select the “edit” option.

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/tool/3e20fee2-abdd-43ac-9c5d-522fbbd3b2e9/ShowPage?sakai.tool...](https://sakai.cst.edu/portal/site/4d106fb7-b7b6-4ab0-bcd1-daeed7b4df06/tool/3e20fee2-abdd-43ac-9c5d-522fbbd3b2e9/ShowPage?sakai.tool...). The left sidebar contains a navigation menu with items: Syllabus, Media Gallery, Lessons (highlighted), Lessons 2, Forums, Announcements, Gradebook, Resources, Site Info, Calendar, Assignments, Tests & Quizzes, Drop Box, Chat Room, Messages, Wiki, and Gradebook. The main content area shows a video player titled "Demo Jan 14" with a play button and a progress bar at 0:00 / 0:10. Below the video is a comment section with an "Add Comment" button. A red arrow points to a small icon (a pencil) in the bottom right corner of the comment section, which is circled in red. This icon represents the "edit" option. The bottom of the page shows a partial view of a landscape image with trees and a red circle.



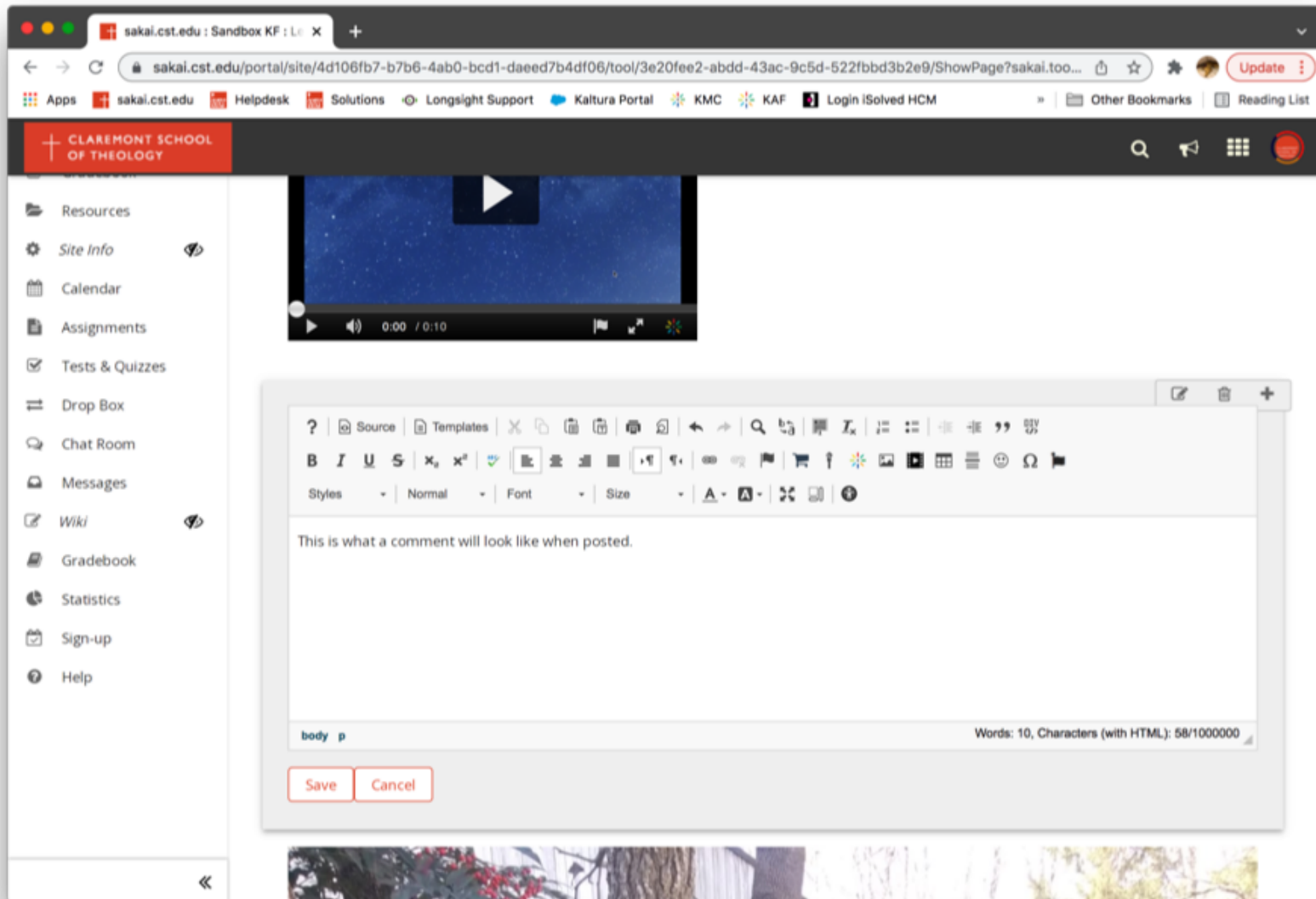
# 5b. Options include making comments anonymous, graded, unreleased, or required.

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/tool/3e20fee2-abdd-43ac-9c5d-522fbbd3b2e9/ShowPage?sakai.tool...`. The top navigation bar includes links for Apps, sakai.cst.edu, Helpdesk, Solutions, Longsight Support, Kaltura Portal, KMC, KAF, Login iSolved HCM, Other Bookmarks, and Reading List. The left sidebar lists various site components: Syllabus, Media Gallery, Lessons (highlighted), Lessons 2, Forums, Announcements, Gradebook, Resources, Site Info, Calendar, Assignment, Tests & Quizzes, Drop Box, Chat Room, Messages, Wiki, and Gradebook. The main content area shows the 'Lessons > session 1' page with an 'Add Content + Reorder' button. A modal dialog titled 'Edit Comments Section' is open, featuring the following options:

- ☐ Keep Comments Anonymous
- ☐ Create Gradebook items for these
  - Maximum points:
- ☐ Don't Release Item Until All Prerequisites are Completed
- ☐ Require This Item

At the bottom of the dialog are three buttons: 'Update Item', 'Cancel', and 'Delete'. Below the dialog, an 'Add Comment' button is visible. The bottom of the page features a banner image of a tree with red berries and a red circle.

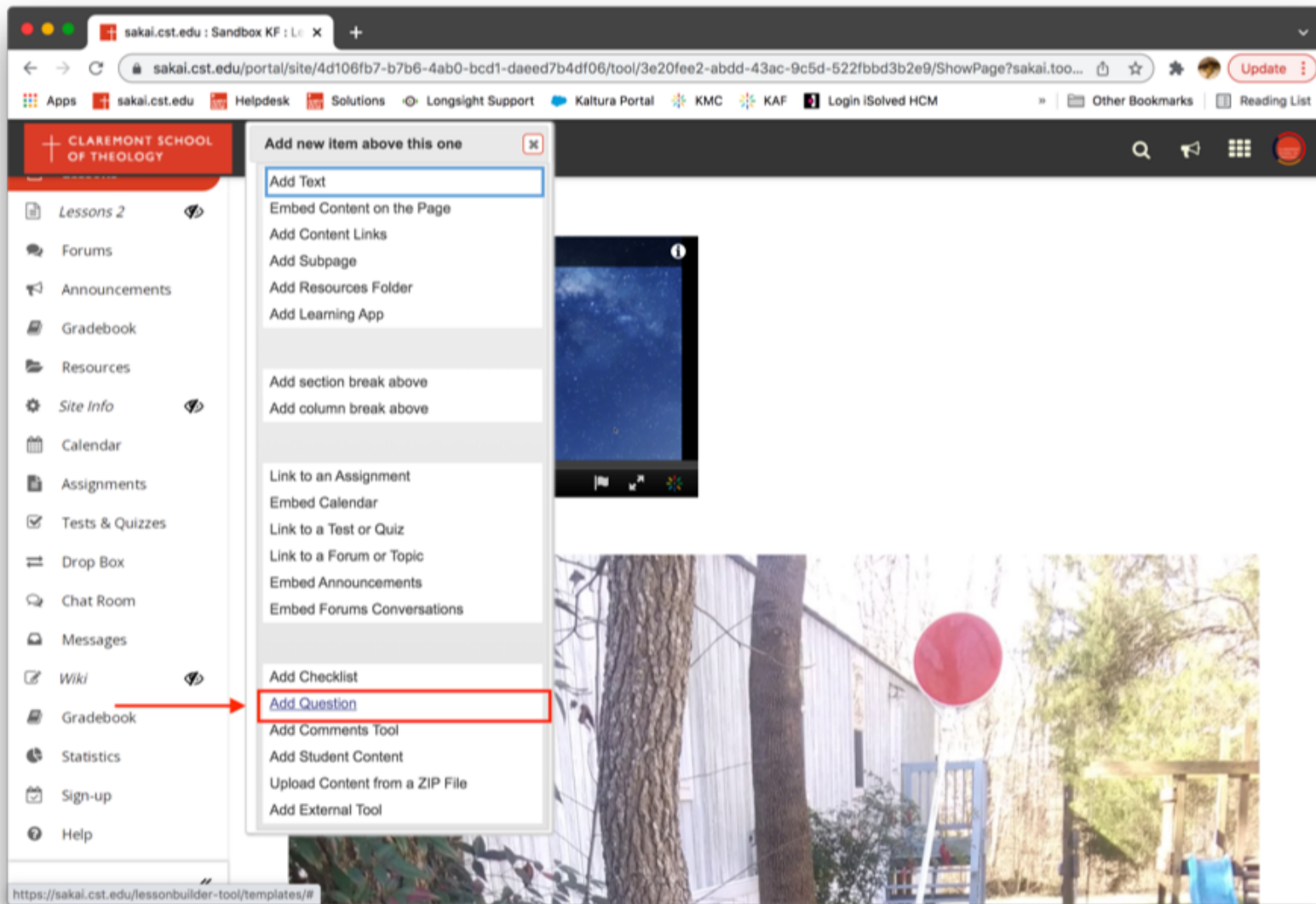
## 6. When a student adds a comment, they will see a text box like this.



# 7. Submitted comments will appear on the page like this.

The screenshot displays a web browser window with the URL `sakai.cst.edu/portal/site/4d106fb7-b7b6-4ab0-bcd1-daeed7b4df06/tool/3e20fee2-abdd-43ac-9c5d-522fbbd3b2e9/ShowPage?sakai.tool...`. The browser's address bar and tabs are visible at the top. Below the browser window, a sidebar on the left contains a navigation menu with items such as Lessons, Forums, Announcements, Gradebook, Resources, Site Info, Calendar, Assignments, Tests & Quizzes, Drop Box, Chat Room, Messages, Wiki, Gradebook, Statistics, and Sign-up. A red arrow points from the 'Chat Room' item in the sidebar to a comment box. The comment box is a light blue rectangular area with a white border, containing the text 'sakai support' in blue, followed by '11:51 AM (Seconds Ago)' and a small red 'X' icon. Below the text is a white button labeled 'Add Comment'. The comment box is positioned over a video player that shows a blue sky with white clouds and a large white play button in the center. The video player has a title 'Demo Jan 14' and a progress bar at the bottom. The video player is located in the main content area of the page, which is titled 'Lessons > session 1'. The page also features a top navigation bar with links to Apps, sakai.cst.edu, Helpdesk, Solutions, Longsight Support, Kaltura Portal, KMC, KAF, and Login iSolved HCM. The bottom of the page shows a partial view of a video player with a red circle in the center.

# 8. Now let's look at the Question Tool. Select “Add Question.”



# 9a. You can choose to make a question either Multiple Choice or Short Answer.

sakai.cst.edu : Sandbox KF : L...

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

Apps sakai.cst.edu Helpdesk Solutions Longsight Support Kaltura Portal KMC KAF Login iSolved HCM Other Bookmarks Reading List

### Edit Question Section

☐ Multiple Choice ☒ Short Answer

Question Text:  
What's in the bucket?

Possible Answers:

Add New Answer

☐ Grade this question.

Title in Gradebook:

Maximum points:

Text shown if answer is correct:

Text shown if answer is incorrect or no answers selected:

☐ Don't Release Item Until All Prerequisites are Completed

☐ Require This Item

Update Item Cancel Delete

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# 9b. You can make questions graded or required.

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.too... Update

Apps sakai.cst.edu Helpdesk Solutions Longsight Support Kaltura Portal KMC KAF Login iSolved HCM Other Bookmarks Reading List

### Edit Question Section

☐ Multiple Choice ☒ Short Answer

Question Text:  
What's in the bucket?

Possible Answers:

Add New Answer

☐ Grade this question.

Title in Gradebook:

Maximum points:

Text shown if answer is correct:

Text shown if answer is incorrect or no answers selected:

☐ Don't Release Item Until All Prerequisites are Completed

☐ Require This Item

Update Item Cancel Delete

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# 9c. You can also add text to be shown after students have answered the question.

sakai.cst.edu : Sandbox KF : L...

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

Apps sakai.cst.edu Helpdesk Solutions Longsight Support Kaltura Portal KMC KAF Login iSolved HCM Other Bookmarks Reading List

### Edit Question Section

☐ Multiple Choice ☒ Short Answer

Question Text:  
What's in the bucket?

Possible Answers:

Add New Answer

☐ Grade this question.

Title in Gradebook:

Maximum points:

Text shown if answer is correct:  
→

Text shown if answer is incorrect or no answers selected:  
→

☐ Don't Release Item Until All Prerequisites are Completed

☐ Require This Item

Update Item Cancel Delete

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**9d. If you choose Multiple Choice, you can select correct answer(s).  
(Hint: don't use “correct” answers if it's a poll.)**

sakai.cst.edu : Sandbox KF : L...

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

Apps sakai.cst.edu Helpdesk Solutions Longsight Support Kaltura Portal KMC KAF Login iSolved HCM Other Bookmarks Reading List

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Home Course Search

Overview Syllabus Media Gallery Lessons Lessons 2 Forums Announcements Gradebook Resources Site Info Calendar Assignment Tests & Quizzes Drop Box

Edit Question Section

☒ Multiple Choice ☐ Short Answer

Question Text:  
What color are the flowers?

Possible Answers:

☐ Purple

☐ Red

☒ Yellow

☐ Green

Add New Answer

☐ Show students a graph of how others responded after they answer the question

☒ Grade this question.

Title in Gradebook: Flower Color

Maximum points: 5

Text shown if answer is correct:  
Great job!

Text shown if answer is incorrect or no answers selected:

☐ Don't Release Item Until All Prerequisites are Completed

Help Back Next

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# I 0. Here is what a question looks like.

sakai.cst.edu : Sandbox KF : L...

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

Apps sakai.cst.edu Helpdesk Solutions Longsight Support Kaltura Portal KMC KAF Login ISolved HCM Other Bookmarks Reading List

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

**What color are the flowers?**

- ☐ 1 : Purple
- ☐ 2 : Red
- ☐ 3 : Yellow
- ☐ 4 : Green

Submit Answer Show Poll

Back Next

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# 11. And an example of a response after a question has been answered.

sakai.cst.edu : Sandbox KF : L...

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

Apps sakai.cst.edu Helpdesk Solutions Longsight Support Kaltura Portal KMC KAF Login iSolved HCM Other Bookmarks Reading List

CLAREMONT SCHOOL OF THEOLOGY



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

What color are the flowers?

- ☐ 1 : Purple
- ☐ 2 : Red
- ☒ 3 : Yellow
- ☐ 4 : Green

Submit Answer Show Poll

Great job!

Back Next

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# Thank you!

For assistance, please contact:

Kirianna Florez

Email: [kflorez@cst.edu](mailto:kflorez@cst.edu) | [sakaisupport@cst.edu](mailto:sakaisupport@cst.edu)

Instructional Design

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