Getting Started with Sakai for Instructors

What is Sakai?

Sakai is a system for putting course materials online. Instructors can use Sakai in a variety of ways – for example, to provide course information, handouts, assignments, tests, grades, or online discussions. To learn more, watch the brief Sakai Tour for Students video [https://youtu.be/-a6S4-uN9Q8]

What computer hardware and software do I need to use Sakai?

To use Sakai you need:

- a computer (PC or Mac) with high-speed Internet access
- an email address
- a reasonably current web browser (Firefox or Chrome are recommended)
  Download Firefox [www.mozilla.org/en-US/firefox/new/]
  Download Chrome [www.google.com/chrome/browser/]

How do I log in to Sakai?

To log in to Sakai, use your Durham Tech user name and password.

- Go to the Sakai log in page [sakai.durhamtech.edu]
- Enter your Durham Tech user name and password:
  - o Your **user name** is formatted as follows:

    Last name + first initial + last 4 digits of your Durham Tech ID number
    Example: doej1234
  - o Your **password** is the same one you use to access most Durham Tech systems including Outlook email, Self-Service, WebAdvisor, registration for training workshops, etc.

    NOTE: If you don't know or can't remember your password, don't worry -- just follow the steps below to reset (or set up) your password.

How do I reset (or set up) my password?

- Go to the Sakai log in page [sakai.durhamtech.edu]
- Click the "**Reset Password**" link. Follow the prompts to reset or set up your password.
- When you finish, return to Sakai, and log in using your Durham Tech user name and the password you just set up.
- *IMPORTANT:* Changing your Sakai password automatically changes your Durham Tech email, Self-Service and WebAdvisor passwords too.

Need help resetting your password?

- Visit Instructions for resetting your password (PDF) [http://bit.ly/durham-tech-reset]
- If you encounter problems resetting your password, contact Durham Tech's ITS help desk at helpdesk@durhamtech.edu or 919-536-7200 x6111.
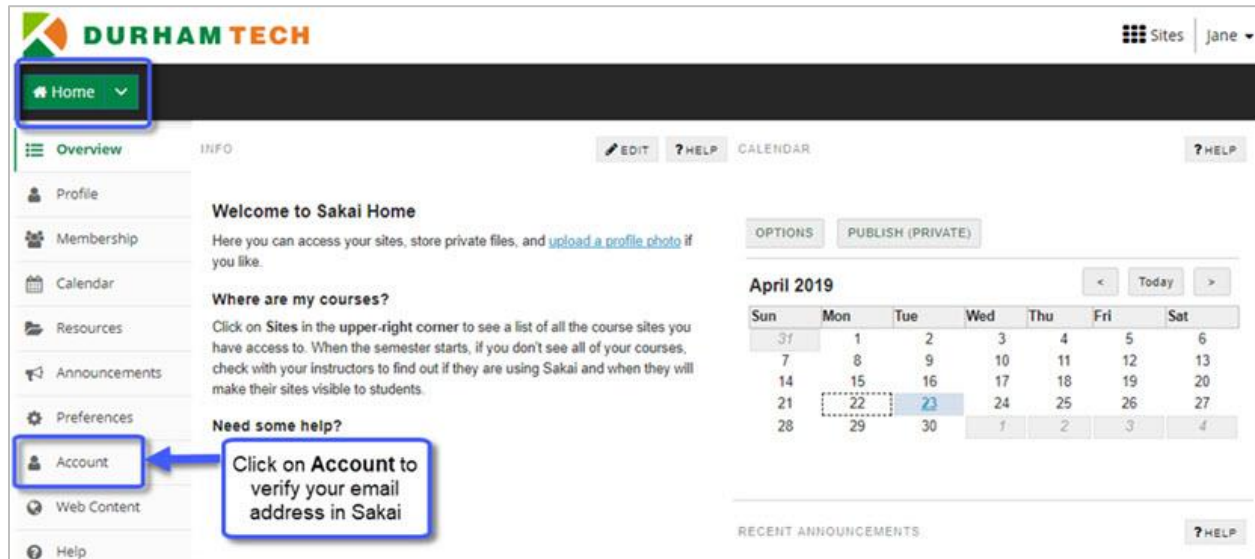
What do I do after logging in?

Sakai Tutorial: The first time you log in, a brief tutorial appears that gives basic info about using Sakai. After closing the tutorial, you can access it again at any time by clicking on your name at the top right corner of the screen and selecting Tutorial.

Each time you log in, you land in the "**Home**" area, where you can access your courses and store private files. Home also shows an aggregated Calendar and Recent Announcements from all of your course sites.

==The first time you log into Sakai:== On the menu to the left, click on "**Account**" to verify your email address. This is the address that email is sent from and to through Sakai.

- If your email address is missing or incorrect, contact sakaihelp@durhamtech.edu

How do I access my courses on Sakai?

You'll find all of the course sites you have access to listed in the black bar at the top of the screen. You can also click on the "**Sites**" link at the top right corner of the screen to see a list of all course sites you have access to. Click on any course title to go into that course.

Where do I go for help?
- Visit the Sakai Help for Instructors web site [http://bit.ly/sakai-help-for-instructors]
- Durham Tech's Instructional Technologies team can assist you during normal business hours:
  - **Email**: sakaihelp@durhamtech.edu
  - **Phone**: 919-536-7213
- The Sakai Help Desk is available to assist students (and instructors) 24 hours, 7 days a week:
  - **Online/Chat:** http://bit.ly/sakai-helpdesk
  - **Phone**: 1-866-517-3568 (toll-free)

How do I log out?
When you finish using Sakai, click on your name in the upper right corner and then click "**Log Out**".