

Intro to Sakai

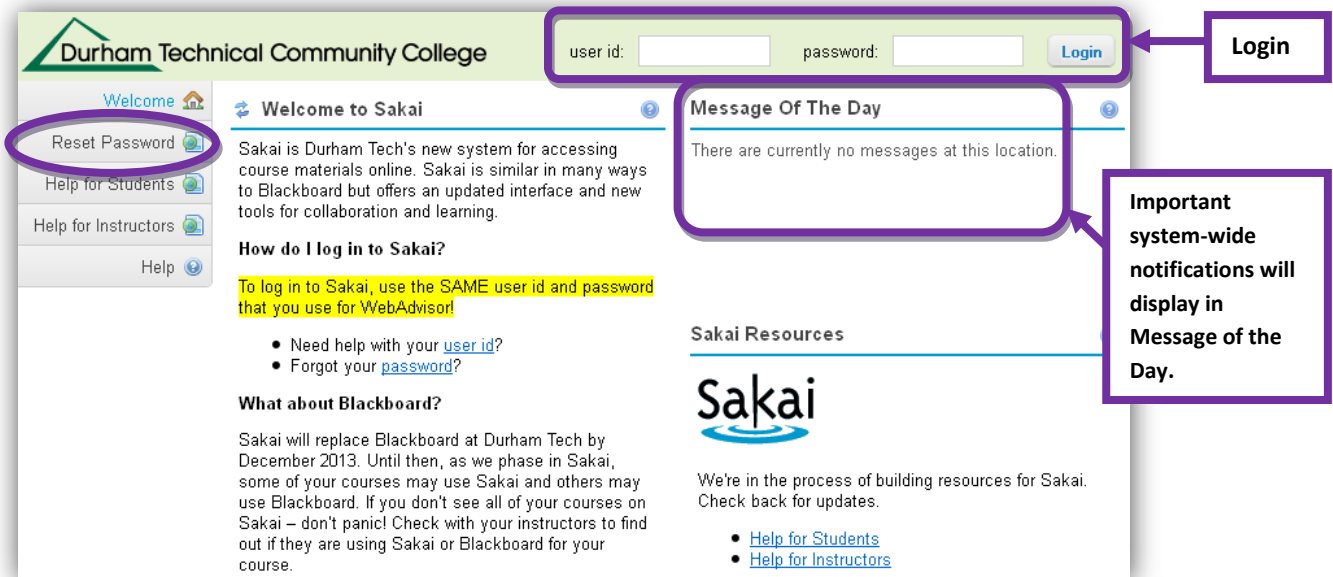
Sakai is Durham Tech's new system for putting course materials online. Sakai is similar in many ways to Blackboard but offers an updated interface and new tools for collaboration and learning. Sakai will replace Blackboard at Durham Tech by December 2013.

Log in to Sakai

To log in to Sakai, you will use the SAME user name and password you use for WebAdvisor!

1. Go to <http://sakai.durhamtech.edu/> to access the **Sakai Gateway Page**.

Note: You will need a reasonably current web browser to use Sakai. (**Firefox 4** or higher is the recommended browser.)



2. Enter your **user id** and **password**:

- Your Sakai user id is the same as your Web Advisor user id:

last name + first initial + last 4 digits of your Durham Tech ID number

Example: doej1234

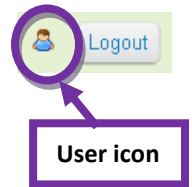
- If your last name is long, your user id contains only the first 15 characters
- User ids do not contain spaces, hyphens, apostrophes, or other special characters
- Your Sakai password is the same as your Web Advisor password

Forgot your Password?

- Click the **Reset Password** link. Follow the prompts to reset your password.
- **IMPORTANT:** Changing your password in Sakai automatically changes your WebAdvisor password and vice versa. The two will always be the same!
- **Need help resetting your password?** Visit: <http://tinyurl.com/reset-webadvisor>
- If you still cannot reset your password, contact the ITSD help desk at 919-536-7200 x6111.

Sakai Tutorial

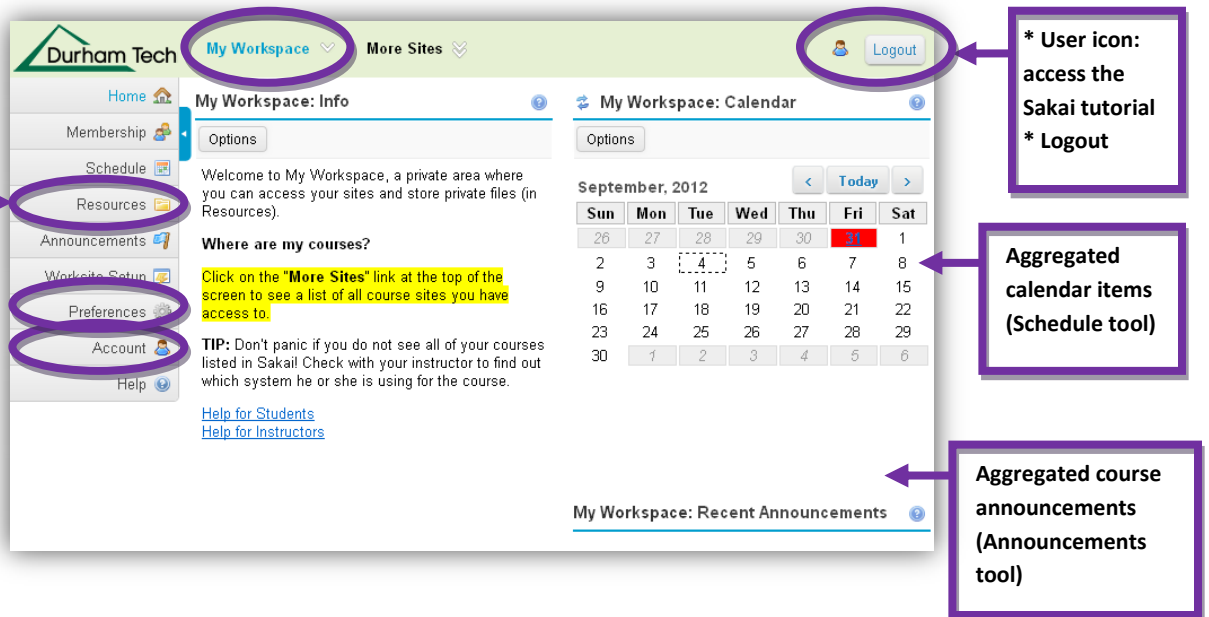
The first time a user (instructor or student) logs in to Sakai, a brief tutorial displays presenting basic info about the features and layout of Sakai. After closing the tutorial, you can access it again at any time for a refresher. Access the tutorial by clicking on **User icon** at the top right corner of the screen (to the left of the Logout button) and choosing **Tutorial**.



My Workspace

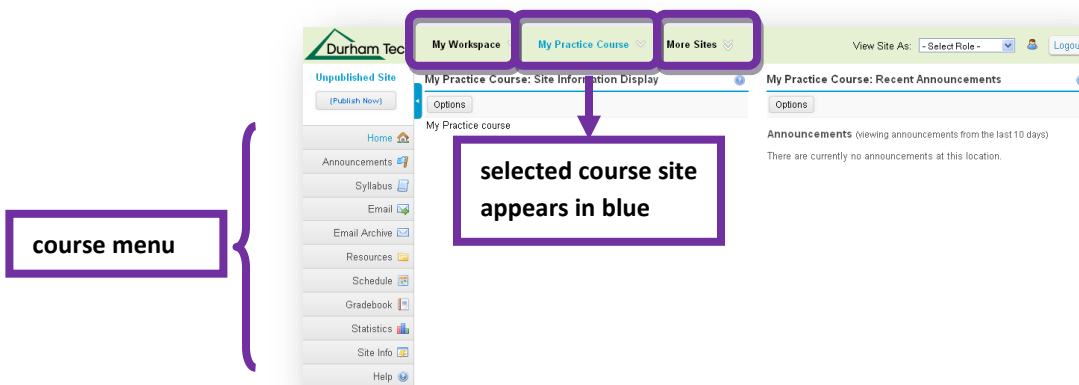
After logging in to Sakai you will see two links (**My Workspace** and **More Sites**) located in the green banner at the top of the page. When you log into Sakai you are in **My Workspace**, your private repository where you can store files. Each Sakai user has a **My Workspace** area. **My Workspace** also displays an aggregated view of **Calendar** items and **Recent Announcements** from all your course sites.

- Click on **Account** to verify your email address. If no email address is listed (or if the address listed is incorrect), contact sakaihelp@durhamtech.edu.
- The **Preferences** area contains **Notifications** settings where you are able to view and change your email notifications.



More Sites

Click on **More Sites** to access your course sites, categorized by semester. As you select different courses the left-hand course menu will change to correspond to the tools available in that site.

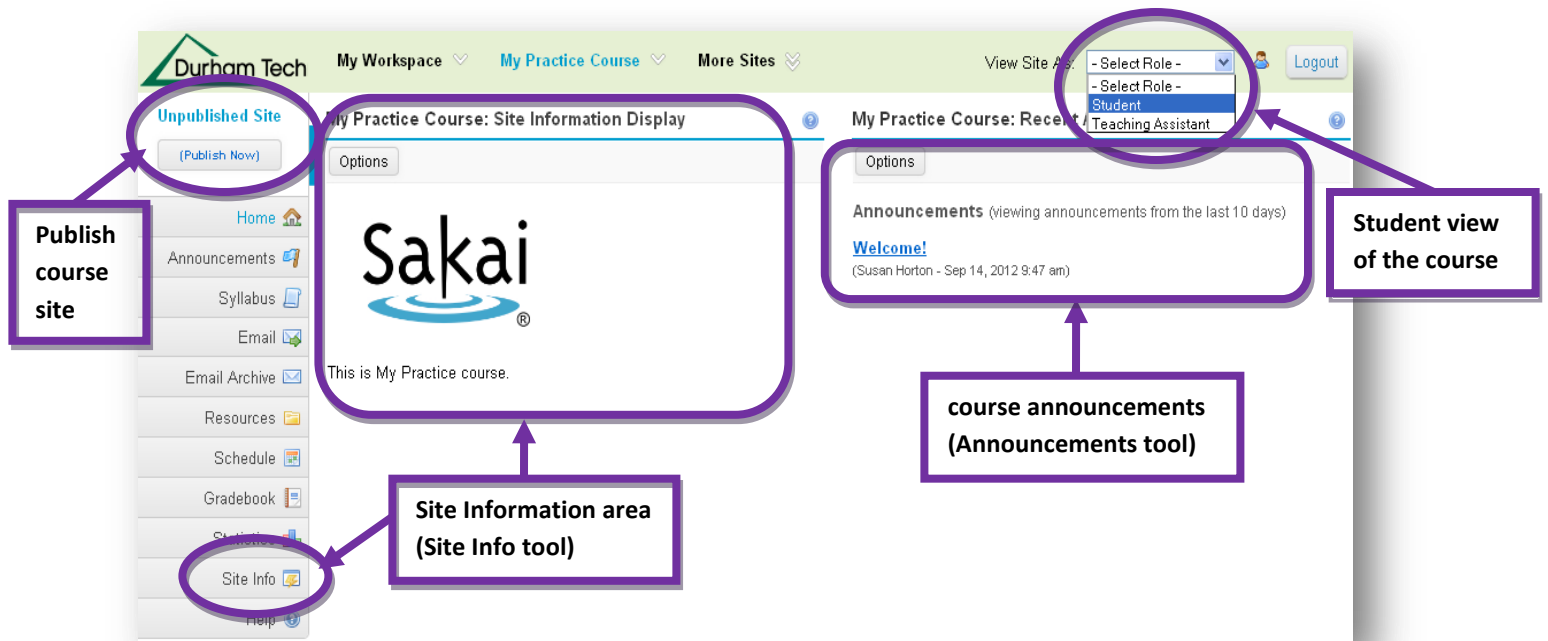


Sakai Practice Course

A blank practice course site has been created in Sakai for your use and you are enrolled as the instructor. Access the course by clicking on **More Sites** and choosing **My Practice Course** under the **Training** category. Your practice course is marked unpublished and as the instructor you have full access to modify the course. This is a practice course where you can try out how to do things in Sakai. A sample student is enrolled in your practice course.

Note: By default, courses are marked unpublished (unavailable to students) until you make them available.

Navigate Sakai and Manage your Course Sites (Site Info tool)



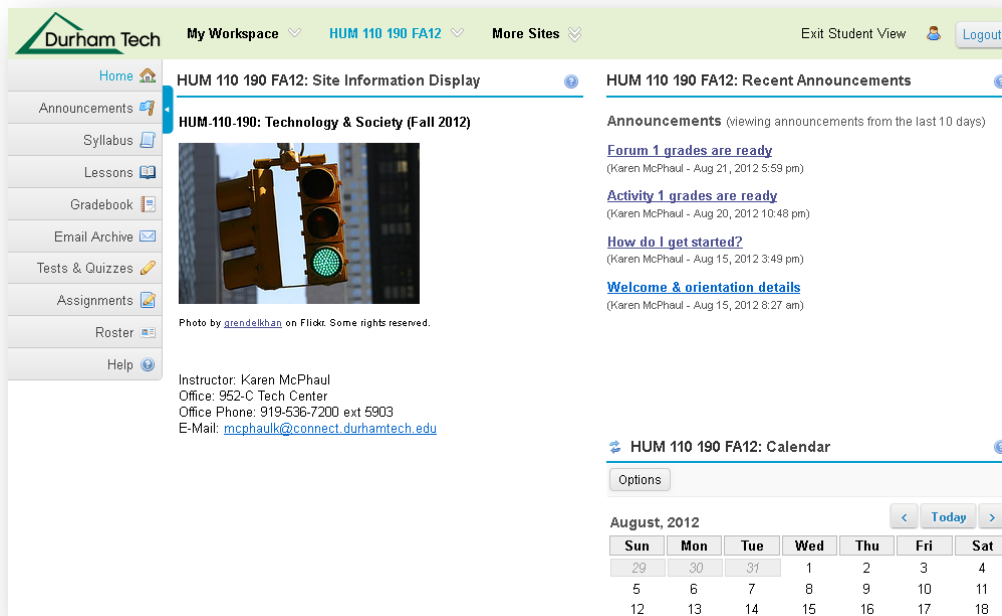
View your Student Roster (Site Info / Participant List)

Sakai course sites have been automatically created for you and you are enrolled as the instructor in the courses you are teaching. View a list of your students by clicking on **Site Info** then scroll down to the **Participant List**.

Student Enrollments and Drops in Sakai

Each morning at 8:30 am, a process runs that automatically adds students to your Sakai courses. This process also automatically sets to **inactive** any students who have dropped. **Please do not add or inactivate students yourself** -- just allow the daily process (which is fed from official rosters in Colleague) to handle it for you.

Add your Faculty Info and a Course Image (Site Info / Edit Site Information)



The screenshot shows a Sakai course site for 'HUM 110 190 FA12: Technology & Society (Fall 2012)'. The site information area displays a course image of traffic lights, instructor contact information for Karen McPhaul, and a list of recent announcements including 'Forum 1 grades are ready', 'Activity 1 grades are ready', 'How do I get started?', and 'Welcome & orientation details'. A calendar for August 2012 is also visible.

The **Site Information** area is a good place to provide your faculty info and a course image (picture of your textbook, etc.) for your students. This information will display in the center section of the Home area of each of your course sites.

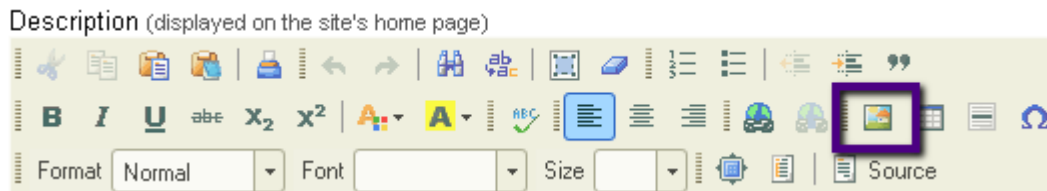
For other examples of courses, visit: http://courses.durhamtech.edu/wiki/index.php/Sakai_Examples

To edit the **Site Information** area:

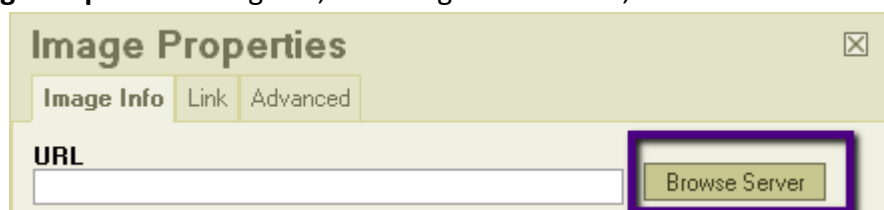
1. Click on the tool named **Site Info** in the left-hand course menu. The **Site Info** tool is like the Control Panel in Blackboard
2. Click on **Edit Site Information** (the first link at the top of the Site Info tool).
3. Go to the **Description** box and use the text editor to insert an image, and enter and format your instructor info.

Tips for Adding an Image

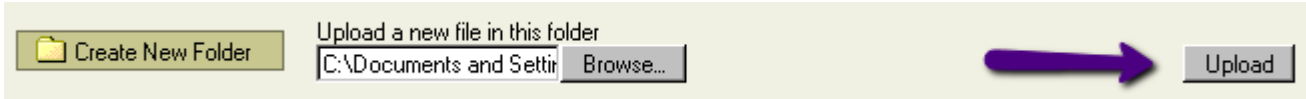
1. In the **text editor**, click on the **Image** icon



2. In the **Image Properties** dialog box, to the right of the URL, click on the **Browse Server** button.



3. You'll now be in the **Text Editor Resources Browser** dialog box
 - a. At the bottom of the dialog box, click on the **Browse** button, to locate and select your image file.
 - b. Back in the dialog box, in the lower right, click on the **Upload** button. The image file name will appear in the file list in the dialog box.
 - c. Click the image file name to select it.



4. You'll return to the **Image Properties** dialog box. The URL will now contain your image address, and you'll see a preview of your image. If your image looks huge, we'll take care of that.
 - a. For **Alternative** text, type in a description of your image, such as: WEB-110 text cover
 - b. For **Width**, type in a number between 200 to 300 (it represents pixels, each dot on the screen). The height will automatically be adjusted.
 - c. If you want a line around your image, in **Border**, type a number of 1 or 2 (pixels)
 - d. If you want to place text next to the image, in **HSpace** (Horizontal Space), type a number of 1 to 5 (pixels). Space will be added to both sides of your image.
 - e. If your image needs space above and below it, in **VSpace** (Vertical Space), type a number of 1 to 5 (pixels).
 - f. In **Alignment**, we suggest you pick no alignment, or left. With left, some of your words will float to the right of your image.
 - g. Click on the **OK** button to add your image to your home page
 - h. When done with adding your course and instructor information, click **Continue**, then **Finish**.
 - i. To see what your course image looks like, click on the **Home** button on the course menu.



This image has the following Image Properties:

- Alternative Text: WEB-110 text cover
- Width: 200 Height: 258
- Border: 1
- HSpace: 5
- No VSpace
- Alignment: Left





Add Tools to your Courses (Site Info / Edit Tools)

Sakai has a lot of tools that you can add to and use in your courses! Your practice course contains a set of default tools: Home, Announcements, Syllabus, Email, Email Archive, Resources, Schedule, Gradebook, Statistics, Site Info, Help. If you'd like to try out some of the other Sakai tools, you must turn them on.

To see a list of Sakai tools and add them to your courses:

1. Go to the **Site Info** tool and click on **Edit Tools** (one of the links at the top of the **Site Info** tool).
2. Add tools by clicking on the check boxes beside the tool names.
3. Click **Save** to see a summary of changes (**in red**) then click **Finish** to add the tools to your course menu.

Reorder the Course Menu (Site Info / Page Order)

1. Go to the **Site Info** tool and click on **Page Order** (one of the links at the top of the Site Info tool).
2. Drag-and-drop the menu items (tools) in this list to reorder the left-hand course menu.
3. Click on the icons     to edit the name of the tool, hide the tool from students, disable the tool for students, or remove the tool from your course menu.
4. Be sure to click **Save**

Publish your Course Site (make your course available to students)

When you are ready for students to access your course, click the **Publish Now** button in the upper left of your course site (just below the Durham Tech logo). By default, courses are marked unpublished until you make them available to students.

Unpublish your Course Site (make course site unavailable to students) (Site Info / Manage Access)

1. Go to the Site Info tool and click on **Manage Access** (one of the links at the top of the Site Info tool).
2. Under **Site Status**, select **Leave as Draft - accessible only to site maintainers**.
3. Click on **Update**.
4. When you are ready for students to access your course again, click the **Publish Now** button in the upper left of your course site (just below the Durham Tech logo).

Basic Sakai Tools

Announcements

The **Announcements** tool is used to notify site participants of course-specific updates like weekly class activities, reminders of upcoming tests or projects, changes to the syllabus, or info about important campus events. **Announcements** can include file attachments or links to web sites.

To post a course **Announcement**:

1. Go to the course menu and click on **Announcements**.
2. Click **Add Announcement**. Enter an **Announcement Title** and **text**.
3. **Access**: By default, Only **members of this site** can see this announcement
4. **Availability**: Set the availability of the Announcement to **Show, Hide, or specify dates** that you would like the announcement to show.
5. Add any attachments (optional)
6. **Email Notification**: By default email notification is set to **None – No notification**. If you'd like all participants to receive an email notification that the announcement is available select **High – All participants**.
7. Click **Post Announcement**.
8. To change the order of your announcements, click on **Reorder**. Drag and drop the announcements to reorder, then click **Update**.

Email

The **Email** tool allows any user to send an email to all or selected site participants. The Email tool is available in your site's main menu by default. Emails sent using this tool go to the recipient's email address in the college's directory system. (For students, this should be their ConnectMail address.)

To use the Email tool, simply click on Email in the main course menu.

Addressing your message:

- To send a message to all students: In the TO line, click the checkbox beside ALL.
- To send a message to selected students: In the TO line, click Roles, then click Students, then check the boxes beside specific students you want to email.
- You can also select specific groups or sections to email.
- You can even include others who are not part of the course site (by clicking **Add Other Participants** and manually typing in their email addresses).
- As usual, you'll type in a subject line and a message, and add attachments if you want.
TIP: At the bottom of the screen, be sure to check the box beside **Send me a copy**, so you will have a record of the email.

TIP: When sending emails to the entire class, the box at the bottom beside **Add to Email Archive** should be checked. This will put a copy of the message in the public Email Archive within your course site. DO NOT check this box when sending emails to individual students that should remain private.

Be aware: Your students can use the Email tool also. If you don't want students to use it, you can hide the Email tool from student view (see page 6, **Reorder the Course Menu**, step 3).

Email Archive

The **Email Archive** tool provides an email address for your course site (example: 2012fa-hum-110-101@sakai.durhamtech.edu). It also provides a record of emails sent to the class.

To see the email archive address for your course:

- In your course site on Sakai, click **Email Archive** in the main course menu.

The email archive address functions like a listserv and allows instructors to send email to ALL students in a class without going into Sakai. For example, if you receive an email in GroupWise that you want to send to your class, you can simply forward it to the email archive address for your course site, and it will go to all students enrolled in that site.

Note: By default, only instructors can send messages to the email archive address.

Within Sakai, **Email Archive** provides a public record of emails sent to the class. This allows students to look back and review emails they may have overlooked or deleted. Any email sent to the email archive address is automatically visible in the **Email Archive** area within your Sakai site. Emails sent using Sakai's **Email** tool can also be added to the **Email Archive** (see Email, on page 7).

Web Content

The **Web Content** tool allows instructors to create an item on the main course menu that links to a web site. For example, you could create a menu item that links to the Durham Tech library web site or to a web site provided by your textbook publisher.

To add a web content item to your course menu:

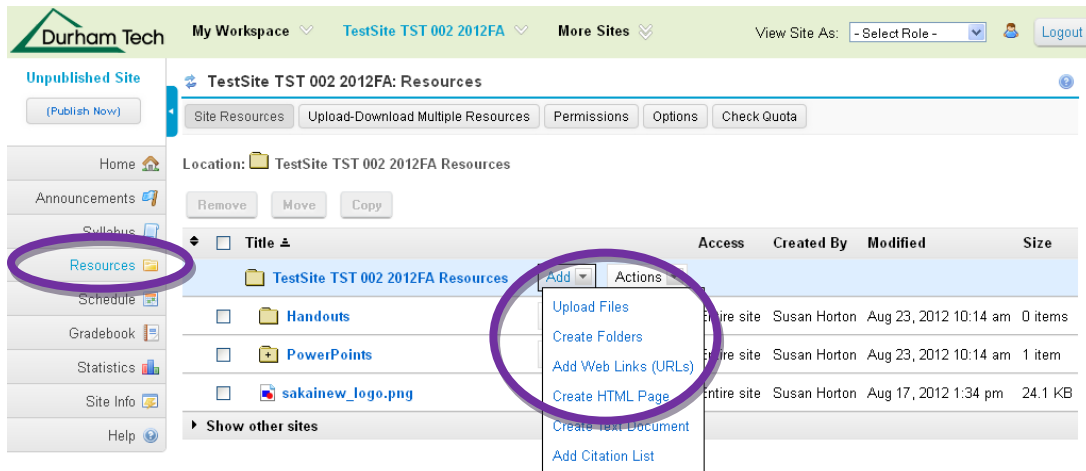
1. Go to **Site Info** and click on **Edit Tools**.
2. Scroll down to the bottom, and check the box beside **Web Content**.
3. Click **Continue**.
4. Enter a **Title** for the new menu item.
5. In the **Source** field, enter the web address to link to.
6. Click **Continue**, then click **Finish**.
7. The new item now appears on the course menu, with the title you specified. When you click on the new item, the web site appears within the panel on the right. At the top of the panel, the **Options** button allows you to:
 - Edit the title or web address
 - Set the link to open in a new window (recommended)

Need help with Sakai tools? Contextual help is available within each Sakai tool by clicking on the question mark icon in the upper right of each tool window. You may also reset the tool by clicking on the arrows adjacent to the tool title. This returns you to the tool's initial screen.



Adding Content to your Courses through the Resources Tool

The primary repository for course content is the Resources tool (similar to Blackboard's Course Documents feature).



1. Go to your course menu and click on **Resources** to access the Resources area of your course.
2. Create a few folders in your Resources area to store and organize your course content.

Activity: Create two folders in Resources: **Handouts** and **PowerPoints** and upload some files to these folders.

1. Go to the folder named (*your course name Resources*).
2. Go to the **Add** drop down menu beside this folder, click **Add** and choose **Create Folders**.
3. Enter a Folder Name and click **Create Folders Now**.
4. By default, all **members of this site** can see this folder and its contents. You can change the availability and access later.

Tip: Create more than one folder at a time by clicking on **Add Another Folder** before clicking on **Create Folders Now**.

Upload files to your folders

1. Each folder has an **Add** drop down menu associated with it. Go to the folder where you would like to upload your file. Click **Add** then choose **Upload Files**.
2. **Browse...** your computer to find and select the file you want to upload.
3. Enter a Display Name (optional).
4. Click **Upload Files Now**.

Tip: Upload more than one file at a time by clicking on **Add Another File** (to the left, below Browse...). Keep in mind that there is a limit of 25 MB per upload.

Tip: Once you've uploaded some files to your folders, click on (+) to expand the folder view. The (+) indicates that a folder has content. Click on the item to display the file.

Folder and file naming tips:

- Keep names short (32 characters or less)
- Use letters and/or numbers in file or folder names
- Spaces are ok but hyphens (-) and underscores (_) are better
- Avoid using special characters like (!), (#), (\$), (%), (&), (/), etc.
- Examples of good file names: **Week1, Research-Paper, Google_Search**

IMPORTANT: By default any files you place in **My Workspace Resources** can be seen only by you. (See page 2 for more info on My Workspace Resources). By default, any files you place in your **course site Resources** can be seen by all members of your course site (including students).

Other Folder Options: Each folder and file in **Resources** has an **Actions** drop down menu associated with it. Clicking on the **Actions** drop down menu will allow you to copy, reorder, move, and remove items. Select **Edit Details** to set the availability and access of the folders and files. Folders and their contents can be hidden or scheduled to be visible between certain dates. If a folder is hidden, none of its contents can be viewed by students.

Post your Syllabus Using the Syllabus Tool

There are several methods for posting a syllabus in Sakai using the Sakai Syllabus tool.

1. Go to the course menu and Click on **Syllabus**.
2. Click on **Create/Edit** then on **Add** to add a syllabus item.
3. Enter a **Title** and **Content**. Here are some examples of ways to enter syllabus content:
 - Copy and paste from an existing syllabus into the text editor.
 - Add your syllabus as an attachment.
Tip: To post an updated copy of your attached syllabus file, go to Syllabus and click **Create/Edit**. Click **Remove** to remove the attached file. Click **Add attachment** and **Browse...** your computer for files to attach your updated file. Click **Post**.
 - Advanced: Create a multi-part syllabus by adding one syllabus item at a time. This option gives you the flexibility to reorder your syllabus items.
4. By default, no Email Notification will be sent to users that the item is available.
Tip: If you'd like all participants to receive an email notification that the item is available select **High – All participants** from the drop down menu.
5. Click **Post**.

Need Help?

- **Help with the Sakai tools.** Contextual help is available within each Sakai tool by clicking on the question mark icon in the upper right of each tool window. You may also reset the tool by clicking on the arrows adjacent to the tool title. This restores the tool to its original state.
- **Keyword or topic help.** From the course menu click Help to search Help by keyword or topic.
- **Sakai tutorial.** The first time a user (instructor or student) logs in to Sakai, a brief tutorial displays presenting basic info about the features and layout of Sakai. After closing the tutorial, you can access it again at any time for a refresher. Access the tutorial by clicking on **User icon** at the top right corner of the screen (to the left of the Logout button) and choosing **Tutorial**.
- **Online help resources** are available for [Instructors](#) and [Students](#) on the Instructional Technologies wiki (<http://courses.durhamtech.edu/wiki/>)

Sakai Sample Student Account

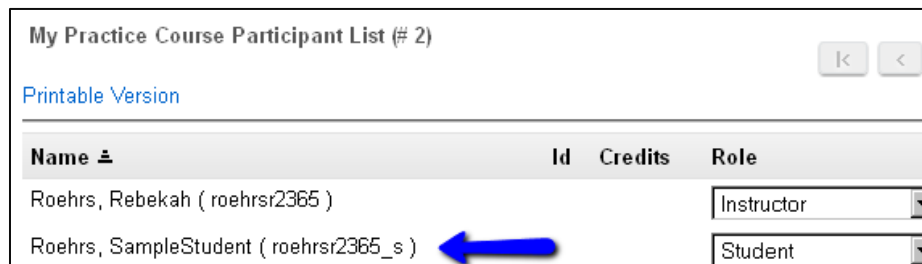
A sample student account has been created for your use and is enrolled in your practice course. Having a sample student enrolled in your courses can be very helpful for testing purposes.

Log in as your sample student

1. Go to <http://sakai.durhamtech.edu/> to access the Sakai Gateway Page.
2. Enter the sample student **user id** and **password**.
 - Sakai sample student **user id** = (your user id_s) Example: doej1234_s
 - The Sakai sample student initial **password** will be given to you at training
 - Change the initial **password** by going to **My Workspace**, clicking on **Account**, then click on **Modify Details. Enter Current Password, Create New Password, Verify New Password**. Click on **Update Details**.
3. If you need help resetting your sample student password, contact sakaihelp@durhamtech.edu .
Note: If you need help resetting your **instructor** password:
 - Visit: <http://tinyurl.com/reset-webadvisor>
 - If you still cannot reset your password, contact the ITSD help desk at 919-536-7200 x6111.

To **add** your **sample student** to your real courses for testing purposes:

1. Go to **Site Info** and click on Add Participants.
2. Enter your **sample student user id** in the Official Email Address or Username box and click **Continue**.
3. Choose the **Student** role (Can read content, and add content to a site where appropriate.) and click **Continue**. Then click **Continue** again.
4. Confirm that you are adding your sample student to your course by clicking **Finish**.
5. You will be taken back to **Site Info** where you will see your **sample student** in the **Participant List**.



Name	Id	Credits	Role
Roehrs, Rebekah (roehrsr2365)			Instructor
Roehrs, SampleStudent (roehrsr2365_s)			Student