



Non-Credit Classes: Getting Started with Sakai

What is Sakai?

Sakai is a system for accessing course materials online. Instructors 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 video: <http://youtu.be/TZ1MfnWpNkI>

When can I access my course on Sakai?

Course sites on Sakai usually become available **on the course start date** to students who have registered and paid in advance. Course access may be delayed for students who register or pay late.

NOTE: If you don't see your course listed in Sakai, check with your instructor to make sure he/she is using Sakai and to find out when he/she will make the course site visible to students.

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

To access a course on Sakai you need:

- a computer (PC or Mac) with high-speed Internet access
- a reasonably current web browser (Firefox or Chrome are recommended)
 - Download Firefox: <https://www.mozilla.org/en-US/firefox/new/>
 - Download Chrome: <https://www.google.com/chrome/browser/>
- JavaScript and cookies enabled

How do I log in to Sakai?

FIRST TIME: The first time you use Durham Tech's Sakai system, you will need to set up your password.

To do this, you need to know:

- Your **7-digit Durham Tech ID number** (ex: 0771234)
 - Don't know your ID number? For help, see: <http://tinyurl.com/DurhamTechID>
- Your **Durham Tech user name:**

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 names do not contain spaces, hyphens, apostrophes, or other special characters*

To set up your Sakai password:

- Go to the Sakai log in page: <https://sakai.durhamtech.edu>
- Click on "**Reset Password**" in the menu on the left, then click "**Reset (or set up) my password now**"
- Follow the on-screen instructions to set up your password
- When you finish, return to <https://sakai.durhamtech.edu> and log in using your **Durham Tech user name** and the password you just set up

What if I forget my password?

- Go to the Sakai log in page: <https://sakai.durhamtech.edu>
- Click the "**Reset Password**" link. Follow the prompts to reset your password.

Need help resetting or setting up your password?

- Instructions for resetting your password: <http://tinyurl.com/reset-dtcc>
- 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.

Each time you log into Sakai, you land in "**My Workspace**," an area where you can access your courses and store private files. My Workspace also displays an aggregated Calendar and Recent Announcements from all of your course sites.

The first time you log in: On the menu to the left, click on "**Account**" to verify your email address. Emails your instructor sends to you through Sakai will go to this address.

- If your email address is missing or incorrect, contact the appropriate department, listed here:
 - <http://tinyurl.com/DurhamTechID>

The screenshot shows the Sakai My Workspace interface. At the top, there is a navigation bar with the Durham Tech logo, a 'My Workspace' dropdown menu (circled in red), and a 'More Sites' dropdown menu. Below this is a left sidebar with links for Home, Membership, Schedule, Resources, Announcements, Preferences, Account (circled in red), and Help. A red box around the 'Account' link contains the text: 'Click on Account to verify your email address in Sakai'. The main content area is titled 'My Workspace: Info' and contains a welcome message, a 'Where are my courses?' section with a yellow box highlighting the 'More Sites' link, and a 'How can I get help?' section with links for 'Help for Students' and 'Help for Instructors'. To the right, there is a 'My Workspace: Calendar' section for August 2014, showing a calendar grid.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	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

How do I access my courses in Sakai?



Click on the "**More Sites**" link at the top of the screen to see a list of all course sites you have access to. Then click on any course title to go into that course.

REMEMBER: If you don't see your course listed in Sakai, check with your instructor to make sure he/she is using Sakai and to find out when he/she will make the course site visible to students.

Where do I go for help?

If you need help with Sakai, several options are available:

- **Check with your instructor**
Your instructor needs to know if you're having a problem that may affect your ability to complete your assignments.
- **Visit the Sakai Help for Students web site:** <http://tinyurl.com/dtcc-sakai-help>
- **Contact the Sakai Help Desk** (available 24 hours, 7 days a week!)
 - **Online:** <http://tinyurl.com/sakai-support-center>
 - **Phone:** 1-866-517-3568 (toll-free)
- **Durham Tech's Instructional Technologies team can assist you during normal business hours:**
 - **Email:** sakaihelp@durhamtech.edu
 - **Phone:** 919-536-7213