Sakai at Durham Tech

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 for Students video [youtu.be/C3ESQVo6gqY]

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.

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 ConnectMail email account (provided by Durham Tech)
- 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/]
- JavaScript and cookies enabled

How do I log in to Sakai?

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

- Go to the Sakai log in page [sakai.durhamtech.edu]
- Enter your Durham Tech user name and password:
  - Your **user name** is the same one you use for WebAdvisor:

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*
  - Your **password** is the same one you use for WebAdvisor, ConnectMail, and other college systems.
    Note: If you can't remember your password, don't worry—just follow the steps below.

What if I forget my password?

- Go to the Sakai log in page [sakai.durhamtech.edu]
- Click the "**Reset Password**" link. Follow the prompts to reset your password.
- **IMPORTANT:** Changing your Sakai password automatically changes your WebAdvisor and ConnectMail passwords too.

Need help resetting or setting up your password?

- Visit Instructions for resetting your password (PDF) [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
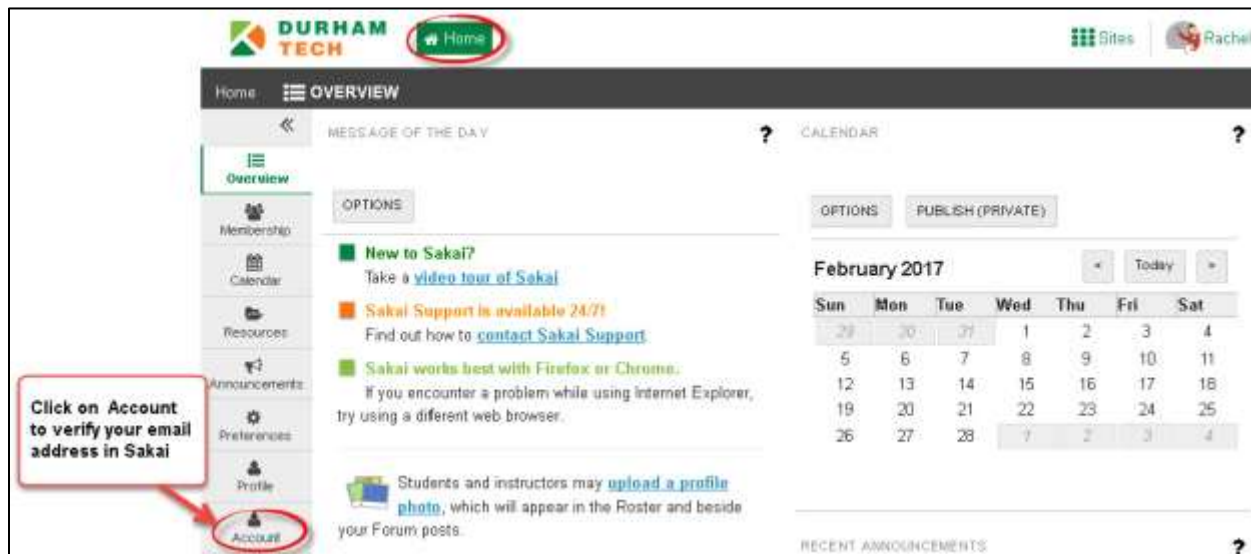
What do I do after logging in?

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 the "**Home**" area, where you can access your courses and store private files. Home also displays 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. Emails your instructor sends to you through Sakai will go to this address.

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

How do I access my courses in Sakai?

Click on the "**Sites**" link at the top of the screen (in the right corner) 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** [tinyurl.com/dtcc-sakai-help]

- **Contact the Sakai Help Desk** which is available to assist students 24 hours, 7 days a week:
  - **Online/Chat:** tinyurl.com/sakai-helpdesk
  - **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