SAKAI at Durham Technical Community College

Getting Started with Sakai for Instructors

What is Sakai?

Sakai is Durham Tech's new system for accessing 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.

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

The requirements are pretty much the same as for Blackboard. You will need:

- a computer (PC or Mac) with high-speed Internet access
- a reasonably current web browser (Firefox **11** or higher is the recommended browser)
- a current version of Java
- JavaScript and cookies enabled
- **Tips for Using Sakai:** http://courses.durhamtech.edu/wiki/index.php/Tips_for_Using_Sakai

 Note to Mac users: Use the free Firefox web browser instead of Safari.

How do I log in to Sakai?

To log in to Sakai, you will use the SAME user name and password you use for WebAdvisor!
(Wait, I've never used WebAdvisor! That's OK, keep reading…)

- Go to http://sakai.durhamtech.edu
- 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*

        - *Your Durham Tech ID number can be found on your college ID card. If you don't know your ID number, contact Human Resources at 919-536-7200 x5100.*
        - *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**

        Note: If you don't know or can't remember your Web Advisor 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 http://sakai.durhamtech.edu
- Click the "**Reset Password**" link. Follow the prompts to reset your password.
- When you finish, return to http://sakai.durhamtech.edu and log in using your DTCC user name and the password you just set up.

Need help resetting your password?

Instructions for resetting you password: http://tinyurl.com/reset-webadvisor
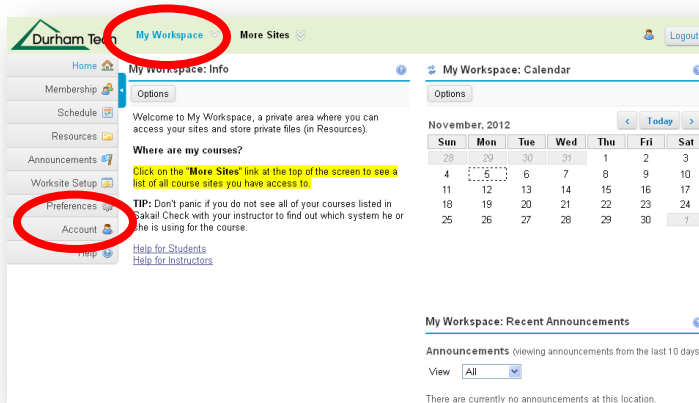
- If you still cannot reset your password, contact the ITSD help desk at 919-536-7200 x6111.

What do I do after logging in?

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 the User icon at the top right corner of the screen (to the left of the Logout button) and choosing Tutorial.
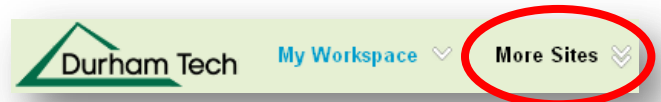
My Workspace: When you log into Sakai, you are in "**My Workspace**," a private area where you can access your course sites (under "**More Sites**") and store private files (in "**Resources**"). My Workspace also displays an aggregated **Calendar** and **Recent Announcements** from your course sites.

The first time you log in: Click on "**Account**" on the left to verify your email address. If no email address is listed (or if the address listed is incorrect), contact sakaihelp@durhamtech.edu

How do I access my courses in Sakai?

Click on the "**More Sites**" link at the top of the screen (to the right of the Durham Tech logo) to see a list of all course sites you have access to. Click on **Intro to Sakai** under the Training category to begin the workshop.

Where do I go for help?

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

- **Visit the Sakai Help for Instructors web site:**
  http://courses.durhamtech.edu/wiki/index.php/Help_for_Instructors

- **Contact Durham Tech's Sakai Team**
  o **Email**: sakaihelp@durhamtech.edu
  o **Phone**: 919-536-7213 (Mon-Fri, 8am - 5pm)

  When contacting support, please provide the following information:
  o Your first & last name
  o The class you are teaching that's using Sakai
  o A detailed description of the problem you are having