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.

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
- a reasonably current web browser (Firefox **11** or higher is the recommended browser)
- JavaScript and cookies enabled

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

Need help resetting 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. After closing the tutorial, you can access it again at any time by clicking the User icon at the top right corner of the screen.

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.

<mark>The first time you log in:</mark> Click on "**Account**" on the left 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 sakaihelp@durhamtech.edu

How do I access my courses in Sakai?
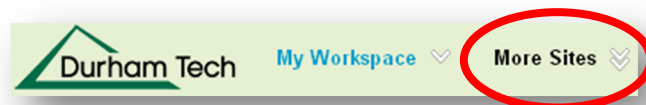
Click on the "**More Sites**" link at the top of the screen (to the right of the Durham Tech logo) to see a list of all course sites you have access to. <mark>Click on **Intro to Sakai** under the Training category to begin the workshop.</mark>

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

- **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:** http://tinyurl.com/sakai-helpdesk
  - **Phone:** 1-866-517-3568 (toll-free)