Sakai at Durham Tech
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. To learn more, watch the brief Sakai Tour for Students video: http://youtu.be/TZ1MfnWpNkI

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
- an email address
- 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/

How do I log in to Sakai?

For this training course, you'll logon to our ==**Sakai Demo site:**==
- Go to the Sakai log in page: **https://durhamtech.dev.longsight.com**
- Enter your Sakai user id and password:
  - Your **Sakai user id** is the same as your **Durham Tech/Web Advisor user name**
  - Your **Sakai password** is the same as your **Durham Tech/Web Advisor password**
    Note: If you don't know or can't remember your 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 the Sakai Demo site log in page: https://durhamtech.dev.longsight.com
- Click the "**Reset Password**" link. Follow the prompts to reset or set up your password.
- When you finish, go to the Sakai Demo site login page at https://durhamtech.dev.longsight.com and log in using your Durham Tech user id and the password you just set up.
- *IMPORTANT:* Changing your Sakai password automatically changes your Durham Tech email and Web Advisor 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 and selecting Tutorial.

Each time you log into Sakai, you land in "**Home**," an 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. This is the address that email is sent from and to through Sakai.

- If your email address is missing or incorrect, contact sakaihelp@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. Click on the **Intro to Sakai** course under the Training category to begin the workshop.

Where do I go for help?

- **Visit the Sakai Help for Instructors web site:**
  - http://tinyurl.com/Sakai-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)