# Delegated Access in Sakai

Delegated Access provides academic administrators with quick and easy access to Sakai sites for all courses they oversee. With a few clicks, program directors, chairs, and deans can access any site* within their areas of supervision.

> *For curriculum courses, sites are available for 2018SU forward.*
> *For Adult Ed/BSP courses, sites are available for 2018CE2 forward.*
> *For continuing education courses, access is very limited at this time, due to the way courses are coded in Colleague.*

Delegated Access provides "supervisor" access, which lets you do anything an instructor can do – e.g. post announcements, send emails, add/edit site content, check grades, view assignments, and so on.

This can be useful when you need to cover for an instructor who is out sick, check on a student issue, perform an online class observation, find out if sites have been published, etc.

## Who can access what?

With Delegated Access, academic administrators can access only the courses they supervise.

Delegated Access uses the hierarchy set up in Durham Tech's student information system, Colleague, to limit access appropriately. Each course's placement in the hierarchy depends on the "level," "division" and "department" assigned to that course in Colleague.

| Colleague terminology | Durham Tech equivalent | Examples |
|---|---|---|
| Level | Administrative division | CU, CE, BSP |
| Division | Academic department | Arts and Sciences, Health Technologies, etc. |
| Department | Program or discipline area | Accounting, Respiratory Therapy, Social Sciences, etc. |

For example, the Dean of Arts and Sciences can be given access to Sakai sites for all courses coded to the Arts and Sciences "division" (academic department).

As another example, the program director for Accounting can be given access to Sakai sites for all courses coded to the Accounting "department" (program area). The image below shows what the Accounting Program Director can see in Delegated Access – only Accounting courses, and nothing else.
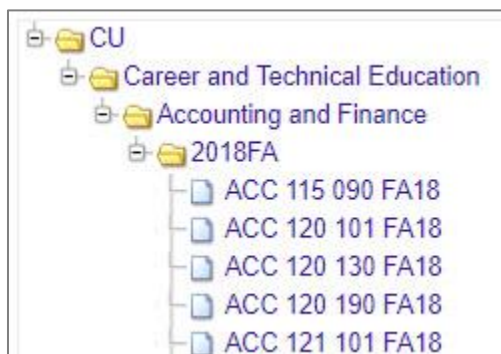
## How do you get started?

Before you can use Delegated Access, you must make a *one-time request* to Sakai support staff, and we will assign your Sakai account to the area(s) you supervise.

**TO REQUEST DELEGATED ACCESS**

- Send an email to sakaihelp@durhamtech.edu
- Ask for Delegated Access and specify the area or areas you supervise

**NOTE:** You need to request access *just one time* to get access to all sites from 2018SU forward. You do not have to request access each semester!

## Where will you find Delegated Access?

After receiving notification that you have been given Delegated Access, log onto Sakai, where you will land on the Sakai Home page.

- On the menu, click on the **Delegated Access** button.
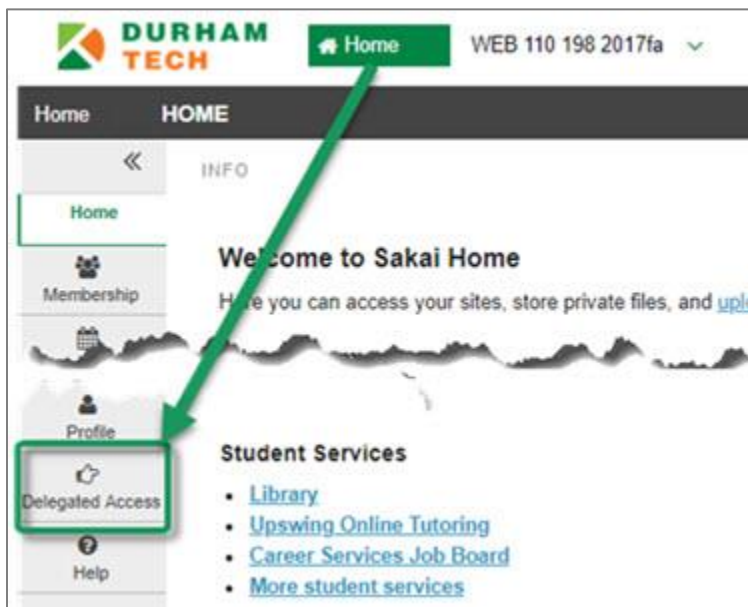


## How do you find and access a course site?

Within Delegated Access, there are two ways to find and access a course site:

- You can enter search terms, such as course, instructor, and/or semester.
- Or you can browse the hierarchy at the bottom of the page to locate course sites.

**Search for Courses or Sections**

In the Search Sites area you can search for all sections of a course or for a specific section.

1. In the Site text box, type in a course prefix, course number, and/or course section that you supervise (put a space between each). For example, the supervisor for ACA courses would type:

    *ACA 122 (no hyphens; put a space between prefix, number and/or section*)

2. Press **Enter** or **Submit**.



In the Results area, the course title displays, along with a link to look up the instructor name, and the semester, site id, and published status. Unless you specify a section or semester in your search, all sections of the course from 2018SU forward will be displayed.

**Note:** Click on column titles, such as Term or Published, to sort results.

3. To go into a course, click on a site title. The course site will open in the same window tab.



4. To conduct another search, click on the *Home* link at the top of the page.



**Search by Instructor**

You can search for courses taught by a particular instructor by typing the following in the *User* text box: Instructor last name; instructor last name, first name; all or part of the Sakai user name; or Sakai email address. For example:

- You could search for Eve Smith by typing in one of the following:
  - *Smith; Smith, Eve; smithe or smithe1234; or smithe@durhamtech.edu*
- In the results, all sections taught by the instructor since 2018SU will display.

**Search by Semester**

You can search for courses by semester, starting with semester 2018SU.

1. Beside term, click on the drop-down box to select a semester, such as 2018SU.
2. Press **Enter** or **Submit**.

3. In the Results area all of your department's course sections for semester 2018SU are displayed.
4. To check the published status of the semester's course sites, click on the Published column heading, to sort results.
5. To access a site, click on a site title; the course site will open in the same window tab.

Results for: **Term: 2018SU**

| Site Title | Instructor | Term | Site Id | Published |
|---|---|---|---|---|
| ACA 122 101 SU18 | Lookup Instructor | 2018su | 2018su-aca-122-101 | Yes |
| ACA 122 102 SU18 | Lookup Instructor | 2018su | 2018su-aca-122-102 | Yes |
| ACA 122 103 SU18 | Lookup Instructor | 2018su | 2018su-aca-122-103 | Yes |

6. To conduct another search, click on the *Home* link at the top of the page.

**Expand Hierarchy Nodes to Find and Access Sites**

As an alternative to searching, you may browse the hierarchy at the bottom of the Search Sites page to locate and access courses.

- Expand the hierarchy nodes by clicking on each level, to find your desired term and course site.
- To access a site, click on a site title; the course site will open in the same window tab.
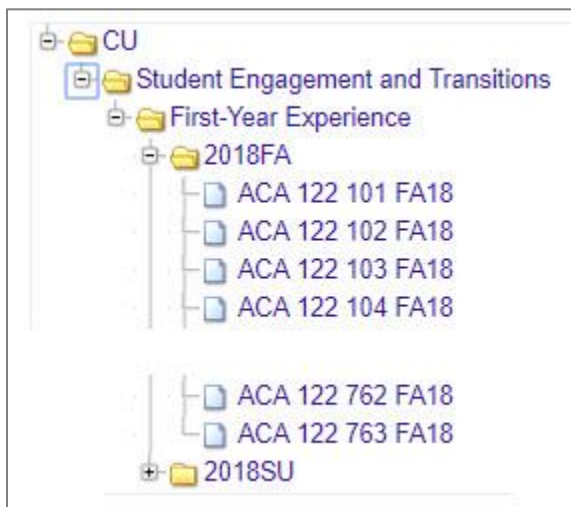
## Need access to Sakai courses created before Summer 2018?

If you need supervisor access to a Sakai site created BEFORE Summer 2018, send the following information to [sakaihelp@durhamtech.edu](mailto:sakaihelp@durhamtech.edu) :

- Semester (such as *2018SP*)
- Course information (such as *ACA 122 190*)

## Questions?

- Please contact [sakaihelp@durhamtech.edu](mailto:sakaihelp@durhamtech.edu)