# TRANSCRIPT OF SAKAI TOUR FOR STUDENTS

Welcome to Sakai, Durham Tech’s Learning Management System. In this brief video, we’ll show you how to find and log in to Sakai, we’ll introduce you to some of its features, and then we’ll show you how to access your course sites.

Just like a website, you’ll use the internet to access Sakai and your course sites. Open your web browser and type sakai.durhamtech.edu or use any of the links to Sakai found on the Durham Tech website.

To log in, use the *SAME* user ID and password that you use for WebAdvisor. Your user ID is your last name followed by your first initial followed by the last four digits of your Durham Tech ID number. Your Sakai password is the same as your WebAdvisor password.

If you do not know or cannot remember your password, click Reset Password on the left. This will allow you to reset (or set up) your password for both Sakai and WebAdvisor. Then return to Sakai to log in.

The first time you log in to Sakai, a brief tutorial appears in a box. Click through the tutorial to familiarize yourself with Sakai. When you’re done, close the tutorial. You can always access it again by clicking on the user icon in the top right corner and selecting Tutorial.

Before proceeding for the first time, we request that you verify your email address. Click on Account to the left. The address shown is where you will receive emails sent through Sakai and important notifications about your courses. If the email address listed is incorrect or missing, please let us know by sending an email to sakaihelp@durhamtech.edu.

Once you log in, you’ll always start in the Home area. It features a calendar of important dates from all of your classes and recent course announcements.

To find your courses, click Sites. Sites contains a list of all of the course sites you have access to. Click on any course title to go to the site for that course.

When you’re in a course site, note that the course ID shows in green at the top of the screen.

In the middle of the screen, you’ll see basic information about the course, and maybe a picture posted by your instructor.

On the left side of the screen is the Tool Menu. The items or tools on the menu, and the order in which they are listed, may vary from course to course, since each instructor sets things up a bit differently.

Most courses will have a Syllabus button. Be sure to review the items in this area carefully, so you’ll be aware of course policies, the class schedule, and other important information.

Some instructors use the Lessons tool to organize and present course content. If you do not see the Lessons tool, it’s possible that your instructor is using Lessons, but has changed the name on the menu to something different. In this course, the Lessons area contains a link for each week of the course, and each week contains lecture notes, documents, and links to quizzes, assignments, or forums.

The Resources area is a storage place for files your instructor has made available to students. For example, here you might find copies of handouts, PowerPoint presentations, or other course documents. Resources are usually organized in folders and sub-folders.

The Email tool, if available, allows you to send an email to your instructor or classmates.

If your instructor uses Sakai’s Gradebook tool, you can go there to check your grades and keep track of how you’re doing in the class.

On the right, you’ll see recent course announcements. You may only see the subject line of the announcement. If so, click the subject line to view the full announcement, and then click Return to List to get back.

Below course announcements is a calendar containing important course due dates.

As you become more familiar with Sakai, here’s a few tips to help you become a better user:

One: For easier navigation between courses, mark them as favorites. Go to Sites and then click the star next to a course to make it a favorite. The selected course will appear in the navigation bar. Click the course to load its site.

Two: Use the navigation links and buttons within Sakai (such as Save, Cancel, Submit and so forth) rather than your browser’s back button. Your results will be much more consistent.

Three: The Home area is a private area. From here, you can use the Resources tool to store your files.

Four: Sakai remembers where you left off. For example, if you visit a few links within one tool, such as Lessons, then jump to another tool within Sakai, and then return to the first tool, you’ll come back to where you left off. This can be very handy, but it’s not like most web sites.

Five: If you’ve followed many links within a tool and want to reset and go back to the beginning, hover the mouse over the tool’s icon in the Navigation bar. Notice how it turns into an arrow? Clicking the arrow will take you back to the start page of the tool.

Six: Click on the question mark in the upper right corner of any Sakai tool, and you’ll be able to view help related to the area that you’re in.

When you’re done working in Sakai, don’t forget to log out. Click the user icon and select Log Out.

We hope this brief tour helps you get started with Sakai. For more information, visit the Help for Students link on the main Sakai page. If you need additional assistance, please contact support at sakaihelp@durhamtech.edu.