

## Sakai Tips for Students

### First and most important: Report any problems, and ask us for help!

Email the Help Desk ([helpdesk@wellesley.edu](mailto:helpdesk@wellesley.edu)) or call them at 781-283-3333. You can also make a help desk request through MyWellesley. You should include your browser, version of browser, and whether you are using a Mac or PC in your report.

### Make Your Workspace Work for You

In the My Workspace area of Sakai, you can change the number and order of tabs you see in Sakai, enable or disable email notifications, and store your files in Resources.

#### Change the number & order of your tabs:

Click on the **Preferences** tool in your Workspace toolbar. The first screen of the Preferences tool allows you to:

- Change the number of tabs you see - **Tabs displayed** menu
- “Hide” sites so you don’t see them in your My Active Sites list - use the **single right-arrow** on the right-hand side of the My Active Sites box
- Change the order of tabs using the **up/down arrows** on the left-hand side of the My Active Sites Sites box. To move a site up or down, select it and then move it up or down.

The screenshot shows the 'My Active Sites' section on the left, which has a yellow background. It contains a list of sites with up and down arrows on the left for reordering. A 'Tabs displayed' dropdown is set to 5. Below the list are 'Update Preferences' and 'Cancel Changes' buttons. To the right is the 'My Hidden Sites' section with a grey background, which is currently empty. Between the two sections are navigation arrows: single arrows for moving sites between the lists, and double arrows for clearing all sites from a list.

Remember to click the **Update Preferences** button to save your changes.

#### Set up email notifications



Click on the **Notifications** link at the top of the Preferences page, and select from the notification settings for each tool you’d like to modify. Save your changes by clicking the Update Preferences button.

## Store your files in Resources

Select the Resources tool in the My Workspace toolbar.

To upload a resource, click **Add** (drop-down menu next to the My Workspace folder), and select **Upload Files**. Choose the file(s) you'd like to upload to Sakai, and click the **Upload Files Now** button.

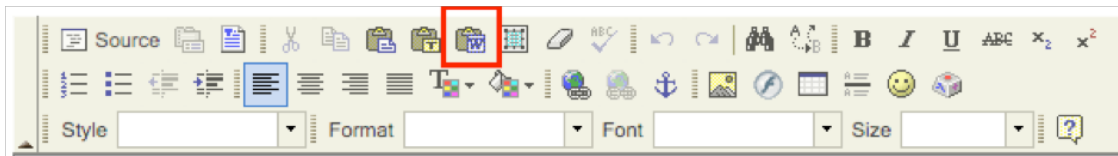
## Working with Forums

### Watching forums



If you want to receive notifications of new forum posts, you can go to the Forums area of your course site, and click the **Watch** link in the grey bar at the top of the page. Then select your preferred option and click **Save**.

### Pasting from Word




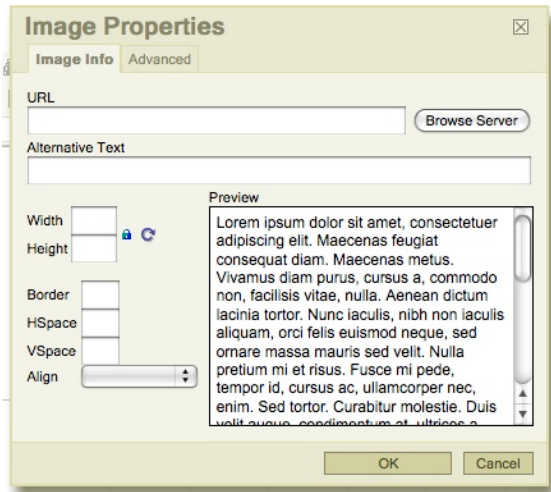
To insert formatted text from a Word document, click the **Paste from Word** icon (the clipboard with the **W** on it), and paste using *Ctrl-v* or *Command-v*. Some users have reported problems using **Paste from Word** in Internet Explorer 9; for best results, use Firefox.

### Inserting a web link

Type the text you want to link from (e.g., We love Wellesley College). Highlight the words you want to link from (Wellesley College), and click the link icon (  ). A popup window/link editor will appear. Enter the URL you're linking to in the text box (www.wellesley.edu), and click **OK** to insert it.

### Inserting an Image

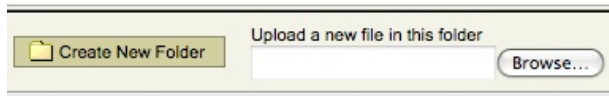
Click the Image icon (  ) and the Image Editor will appear in a popup window. If the image you want is online and has a URL, you can insert the link in the box below the URL heading. If the image you want is already uploaded to your Resources in your Workspace, or if you want to upload an image from your computer, you can click on the Browse Server button.



Once you've clicked the Browse Server button, another window will open.


If your image is *already saved on Sakai*, find it in the set of folders in the column on the left side of the window.

If your image is *on your computer*, click the Browse Server button. Select and upload your image.



You will return to the Image Editor popup window. From here you can modify the dimensions or alignment of the image. Remember to click **OK** to complete the process & insert the image.

## Search

If you're looking for something specific in a Sakai site, but you can't find it, try searching. Many sites have a **Search** tool  **Search** in the toolbar menu on the left. Sakai Searches look in many tools. They even search for terms inside of uploaded pdfs and other documents in the Resources tool.

## Browsing Sakai Sites

Many Sakai sites are open and available to join if you want to. To see a list of joinable sites, start in your Sakai **My Workspace**, and choose the **Membership** Tool then click **Joinable Sites**

### Membership



You will only see sites you haven't joined yet. Click **Join** to become a site member. Look for the site in your site tabs or under *My Active Sites*.

Sakai also has a public directory for all Sakai sites, even ones which are not joinable. To see this list, go to <https://sakai.wellesley.edu/portal/site!/gateway/page!/gateway-400>

If you'd like to see all the student orgs in Sakai, you can search for ORG. Many Sakai sites will

list the person to contact to request access to a closed site.

### **Using the Drop Box tool**

Your professors may ask you to submit assignments using the Drop Box tool. To use this tool, click on the **Drop Box** link in the toolbar on the left side of the course site.

In Drop Box, you should see a folder with your name next to it. Click on the **Add** dropdown menu, then click **Upload Files**. Choose the file(s) you'd like to upload to Sakai. Click the **Upload Files Now** button.