

SAKAI QUICKSTART GUIDE

Sakai is an online collaboration and course learning environment managed by a coordinated higher education community, <http://sakaiproject.org>

Sakai can be used to supplement traditional instruction by delivering course materials and collaborating with students. In your course site you may post your syllabus and schedule, share information and files, set up online discussions, distribute grades, post and collect assignments, link to other web sites, and more. Project sites can also be created to provide a collaboration vehicle containing all of the same tools as a course site.

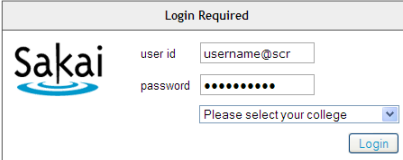
ACCESSING SAKAI

Go to the secure Sakai Welcome Page <https://sakai.claremont.edu> using one of the following authorized web browsers:

- Windows: Internet Explorer 6.0 and newer; Netscape 7.1 and newer; Mozilla Firefox
- Macintosh: Mozilla Firefox; Netscape 7.1 and newer
- Other platforms: Mozilla Firefox; Netscape 7.1 and newer

Logging In

To log into the system, click on the Login link at the upper right of the Welcome Page at <https://sakai.claremont.edu>. On the Login page, enter your network username, password, select your institution, and click the Login button. You will gain access to your "My Workspace" page.



The screenshot shows a login form titled "Login Required". It features the Sakai logo on the left. To the right, there are input fields for "user id" (containing "username@scr") and "password" (masked with dots). Below these is a dropdown menu labeled "Please select your college" with a downward arrow. A "Login" button is located at the bottom right of the form.

Alternately, you can log in with your Sakai username, which is composed of your username@institution, institution being a three-letter code, e.g. jdoe@scr. The three-letter codes are: cgu, cmc, hmc, jsd, kgi, lib, pom, ptz, scr. To add Claremont users to your courses or projects, you must list their Sakai usernames.

Logging out

Once logged on, at the upper right of the screen is a Logout link which allows you to log out of the system. Be sure to click here when you are finished working in Sakai. Close all browser windows to ensure that you are completely logged out and prevent unauthorized access to your sites by others.


ADDING COURSE AND PROJECT SITES

All courses for the five undergraduate colleges are automatically populated by the Sakai Administrator from the student database. Unregistered students will not appear in a Sakai course site. If you find that you cannot log on, or any of your courses are missing, please contact the Helpdesk for your college.

Sakai project sites can be created for non-course materials or other collaborative activities. These sites are also password-protected. Please see the Sakai Quickstart guide for Creating a Project Site.

NAVIGATION TIPS

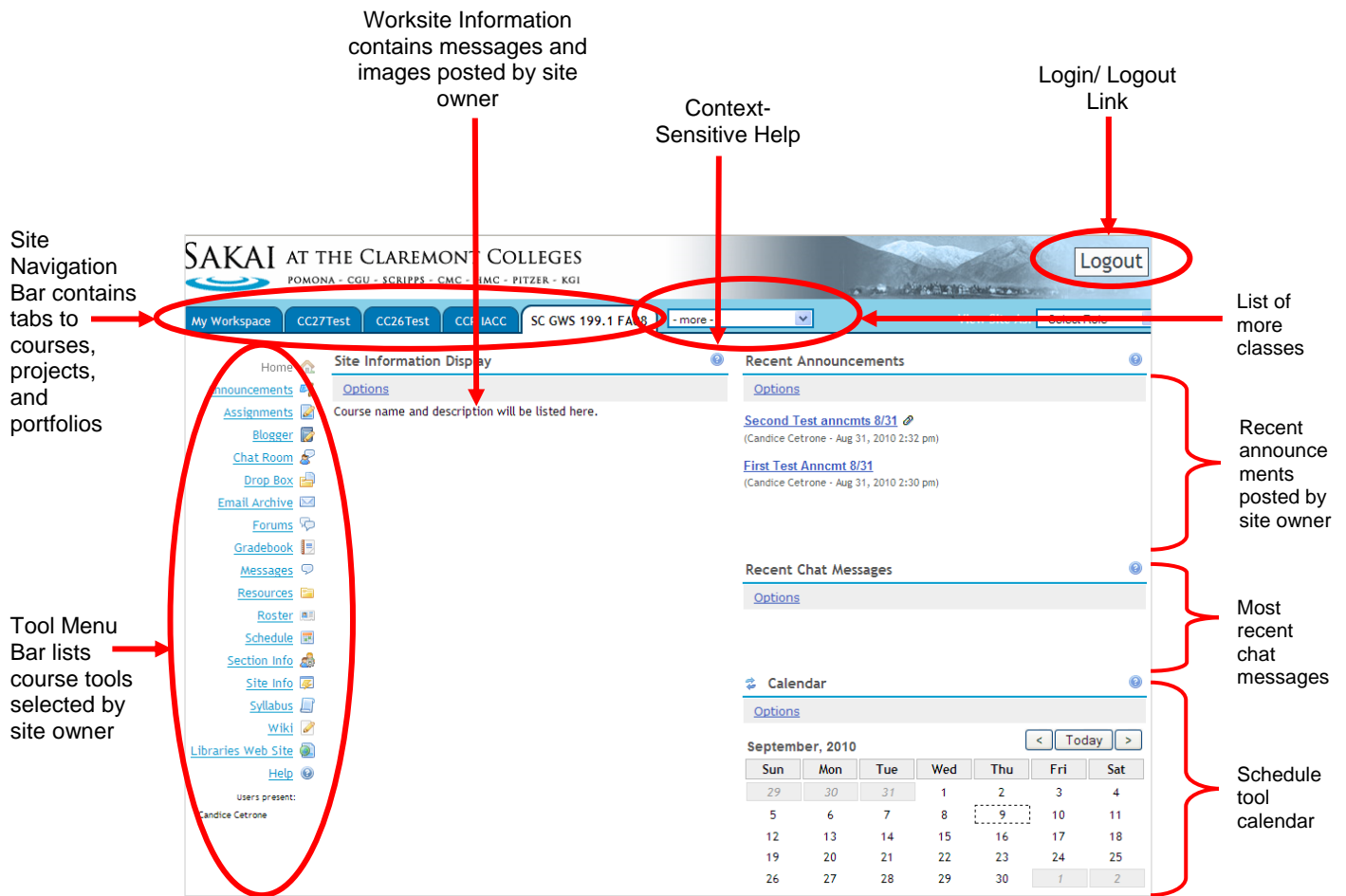
Following is a brief overview of features and how to navigate:

- Course and project sites appear as tabs across the top of the screen in the Site Navigation Bar. Click a tab to go to the corresponding site.
Note: If you are not yet a member of any course or project site, you will see only a My Workspace tab. When you register for a class, you will be added to the Sakai site and the tab will appear.
- If you do not see a particular course or project on the Navigation Bar across the top of the page, click the "More" drop-down arrow on the right side of the Nav Bar, then click on the name of the course to view it.
- The Menu Bar is a column along the left side of the screen with links for each available tool (e.g., Announcements, Discussion, Resources). The number of links will vary depending on which tools were chosen for a site by the site owner. Click the tool's name to go to the corresponding tool.
- When you are using a tool, the **Reset Button**, which is located to the left of the tool's name, will take you back to the first page of that tool and will reset the tool to where you started. 

Help

The Context-Sensitive Help buttons take you to the built-in online documentation about Sakai. Quickstart guides can be found online at <http://www.claremont.edu/doc/sakai/documentation.html>.

COURSE HOMEPAGE DIAGRAM



MY WORKSPACE

My Workspace is an individual online worksite that functions as a private workspace for each user. When you log in, Sakai will automatically open your My Workspace, which will display the Message of the Day and information from the system administrator. Some of the other features available in My Workspace are:

- Use Customize Tabs to rearrange the course sites on the Menu Bar
- Create a project or portfolio site for your own purposes
- Add a picture and customize your personal information under Profile
- Search for other users in the Profile tool

POPULAR TOOLS

- **Announcements** is for posting deadlines and other important information.
- The **Assignments** tool allows instructors to create, distribute, collect, and grade online assignments.
- **Chat Rooms** are for real-time, unstructured conversations among site participants who are signed on to the site at the same time.
- The **Drop Box** tool is for private sharing of documents between an instructor and individual students. For example, a student can upload papers to her Dropbox for comment or grading, and a faculty member can then share comments with the student.
- The **Forums Tool** is a communication tool that instructors or site leaders can use to create an unlimited number of discussion forums for their course or project sites. Forums can also be graded and added to the Gradebook.
- **Resources** is a repository for files and folders containing course materials. These materials can be documents, images, slide presentations, citations, web links, etc. Resources can be organized into folders by topic or date to make access easier.
- **Schedule**: Post important dates to a course calendar. Use the Schedule tool in “My Workspace” to view important dates from all of your course and project sites.
- The **Section Info** tool is designed to help an instructor manage a course that may consist of lectures, labs, discussions, studio work, recitations, etc., and is designed to work with other tools, such as Announcements, Gradebook, and Tests & Quizzes.
- The **Sign-Up** tool allows site organizers to create and organize events such as office hours, review sessions, study groups, or other activities.
- **Site Info**: Manage the course site, add tools and participants, create groups, and import resources from other sites.
- **Syllabus**: Create a syllabus from scratch or upload an existing syllabus file.
- If you have multiple files or folders to add to a Sakai site, use **WebDAV** to move your files from your network directory directly into the Resources folder of your course or project site. Click the “Upload/Download Multiple Resources” link in a site’s Resources tool for instructions.

For information on using Sakai tools, please visit the Sakai documentation page at:

<http://www.claremont.edu/doc/sakai/documentation.html>