

SAKAI QUICKSTART GUIDE

Sakai is an online collaboration and course learning environment managed by a coordinated higher education community, <https://sakai.claremont.edu>

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 an up-to-date web browser.

Logging In

To log in: click on the Login link at the upper right of the Welcome Page at <https://sakai.claremont.edu>. Claremont Colleges users will be redirected to our CAS authentication page. Select your institution, enter your network username, password, and click the Login button. You will gain access to your "My Workspace" page. Guests will log in to the Sakai login window using their full email address and the password they created.

Logging out

Once logged on, click on the icon on the top right corner to view the dropdown menu and select 'Logout'. 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 automatically; the professor must add them manually as Auditor.

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. Go to **My Workspace > Create new site > click the Build your own site> click Project Site > Continue** completing fields for title, URL, language, descriptions and contact information until the site is created. You will be Maintainer of the new site.

Please see the Sakai Quick start guide for Creating a Project Site for more information.

NAVIGATION TIPS

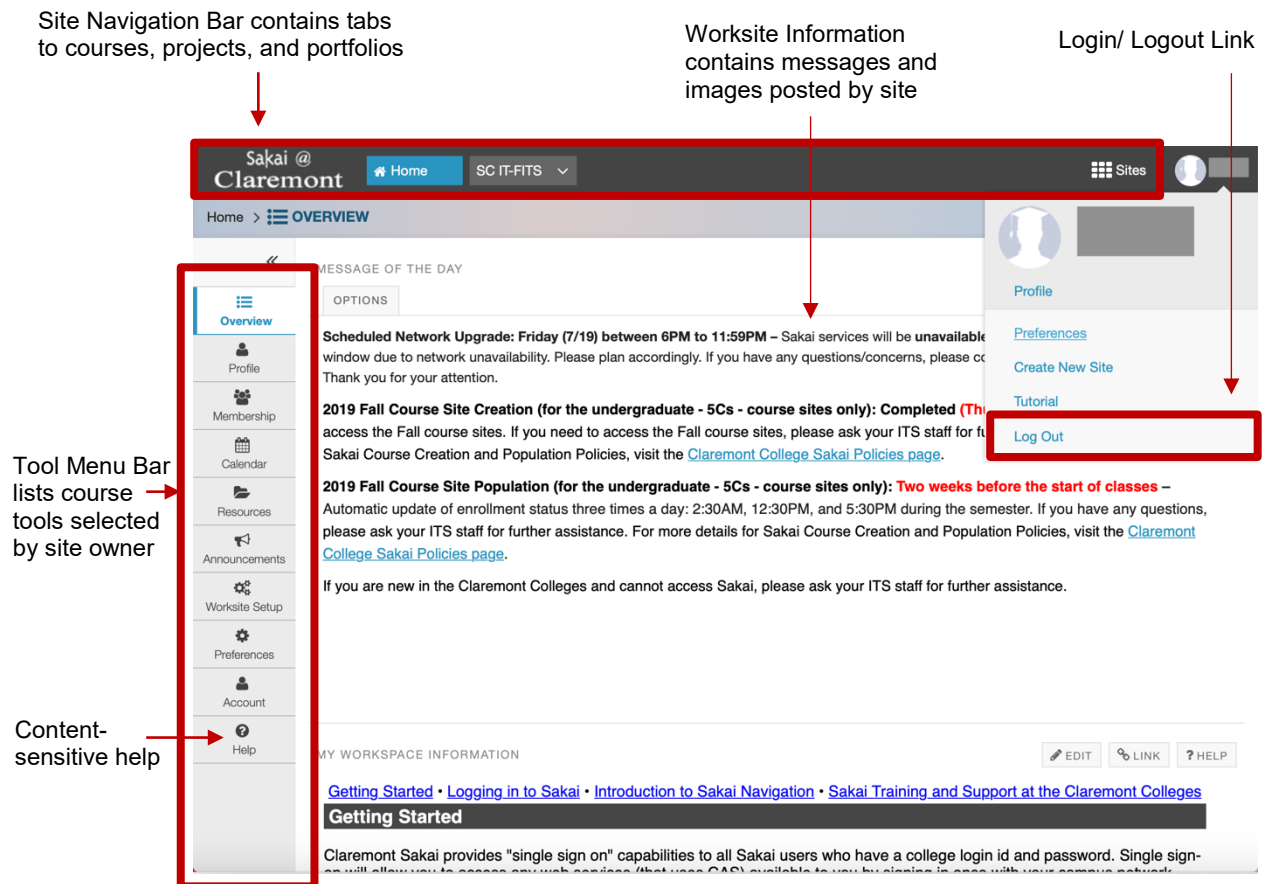
Following is a brief overview of features and how to navigate:

- 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. You can also see all sites you are registered with under “Sites” button menu.
Note: If you are not yet a member of any course or project site, you will see only a HOME tab. When you register for a class, or are added to a Project Site, then the site 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 “Sites” drop-down button on 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, Dropbox). 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://inside.scrippscollege.edu/it/user-guides>

COURSE HOMEPAGE DIAGRAM



MY WORKSPACE/ HOME

My Workspace/ Home 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

RESOURCES TOOL

The **Resources** tool will display a list of the site's files and folders containing course materials. These **materials can be documents, images, slide presentations, citations, web links, etc.**

- To view a resource, click the name of the resource, or the icon next to it.
- To view the contents of a folder, click the folder icon next to the folder name or the name itself to open it, or click the black arrows to the left of "Title" to expand all the folders (i.e., make their contents visible); click again to collapse.
- You can navigate between resources and folders using the "Location:" path above the resource list; simply click a folder name in the path to go to that folder. You can also click the icon of a folder with an arrow in it to go up one level.
- You can sort the resources by title (click Title), resource creator (click Created by), date last modified (click Modified), or size (click Size). To reverse the order, click any of these links again.
- If you have multiple files or folders to add to a site, use WebDAV to mount a site's Resources tool as a folder on your desktop or My Computer. Then open this folder and drag files and folders into Resources. Click the "Upload/Download Multiple Resources" link in a site's Resources tool for instructions.

FORUMS TOOL

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.

- When creating a forum, at least one topic must be added before the forum is visible to others and site participants can post messages.
- An instructor can change permissions so that students can create forums.
- Site participants can post replies to a topic (a new thread) or reply to other replies (a "threaded" discussion). A site's Instructor can also choose whether or not to allow site participants to post their own forums topics.
- Items can be created as drafts to be posted at a later time.
- Forums are the top level in yellow boxes. Topics appear under the Forum headings, and replies appear grouped with the appropriate topic.
- If the forum or topic is moderated, the message will appear as "PENDING" until approved by a moderator .

- Only site maintainers, instructors, and others with special permissions can delete discussion items.

HOW TO ADD A PARTICIPANT

1. In your site's menu bar, click **Site Info** > click **Add Participants** button
2. On the Add Participants page:
 - For **Claremont College Sakai users**, type the participant's Sakai username in the first box, including the school's three-letter code (e.g., jdoe@scr). If you wish to add more than one participant, enter each username on a separate line.
Note: The three-letter codes are: cgu, cmc, hmc, jsd, kgi, lib, pom, ptz, scr
 - For non-Claremont College users, enter the full email addresses in the second box, one per line.
Note: Sakai will send guest users an email with their temporary password when their account is FIRST created. It will not send the password again even if the guest is added to another Sakai site. Guests use their email address as their login name.
 - Under "Participant Roles", choose whether to give all your newly added participants the same role or different roles. Add enrolled students using Auditor role. Click the **Continue** button.
3. On the **Choose a Role** page, choose the role(s) for the participants you are adding, then click **Continue**:
 - If you selected "Assign all participants to the same role," click the appropriate radio button
 - If you selected "Assign each participant a role individually," use the drop-down list next to each name to select the appropriate role. Click **Continue** when done.
4. On the next page, you have the option to automatically send email to the new participants, notifying them of the site's availability. (This is NOT the same as the email that Sakai sends to guests with their password.) Select the appropriate radio button – in most cases it's best to select **Send Now** > then click **Continue**.
5. Confirm that the information for the participant(s) you're adding is correct, and then click **Finish**. The participants will be added and email sent.

For information on using Sakai tools, please visit the Sakai sections of the Scripps User guides page at: <http://inside.scrippscollege.edu/it/user-guides>

IMPORTANT NOTE: If you are adding a Claremont student to a course site, you must add them using the Auditor Role. Once they are added to the student database, when the Sakai server is updated their role will be changed to Student. (If you add them as Student, when Sakai updates it will see a "conflict" and deactivate their account in the Sakai course site.)