

SAKAI QUICKSTART GUIDE FOR STUDENTS

OVERVIEW

Sakai is a collaborative learning environment used in the Claremont Colleges to supplement traditional instruction, deliver online course materials, and facilitate collaboration between instructors and students.

ACCESSING SAKAI

Go to the secure Sakai Welcome Page <https://sakai.claremont.edu> using an up-to-date web browser.

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>. This will redirect you to our CAS authentication page. Enter your network username, password, select your institution, and click the Login button. You will gain access to your "My Workspace" page.

Logging out

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

Note: You may be asked for your Sakai username - this is composed of your username@institution, institution being a three-letter code, e.g. jdoe@hmc. The three-letter codes are: cgu, cmc, hmc, jsd, kgi, lib, pom, ptz, scr.

NAVIGATION TIPS

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

- 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.
- To scroll in dropdown menus, press up or down arrows.
- Go to the top of a page with the **Page Up** button.
- Go to the bottom of a page to see buttons like Cancel, with **Page Down** button.
- 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. Course sites are associated with courses; project sites are for projects and other collaborative activities.

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.

- 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.
- **Home** on the Menu bar takes you to the homepage for the site you are in. Homepages can contain a list of recent announcements, recent discussion items, and selected resources.

The Reset Button

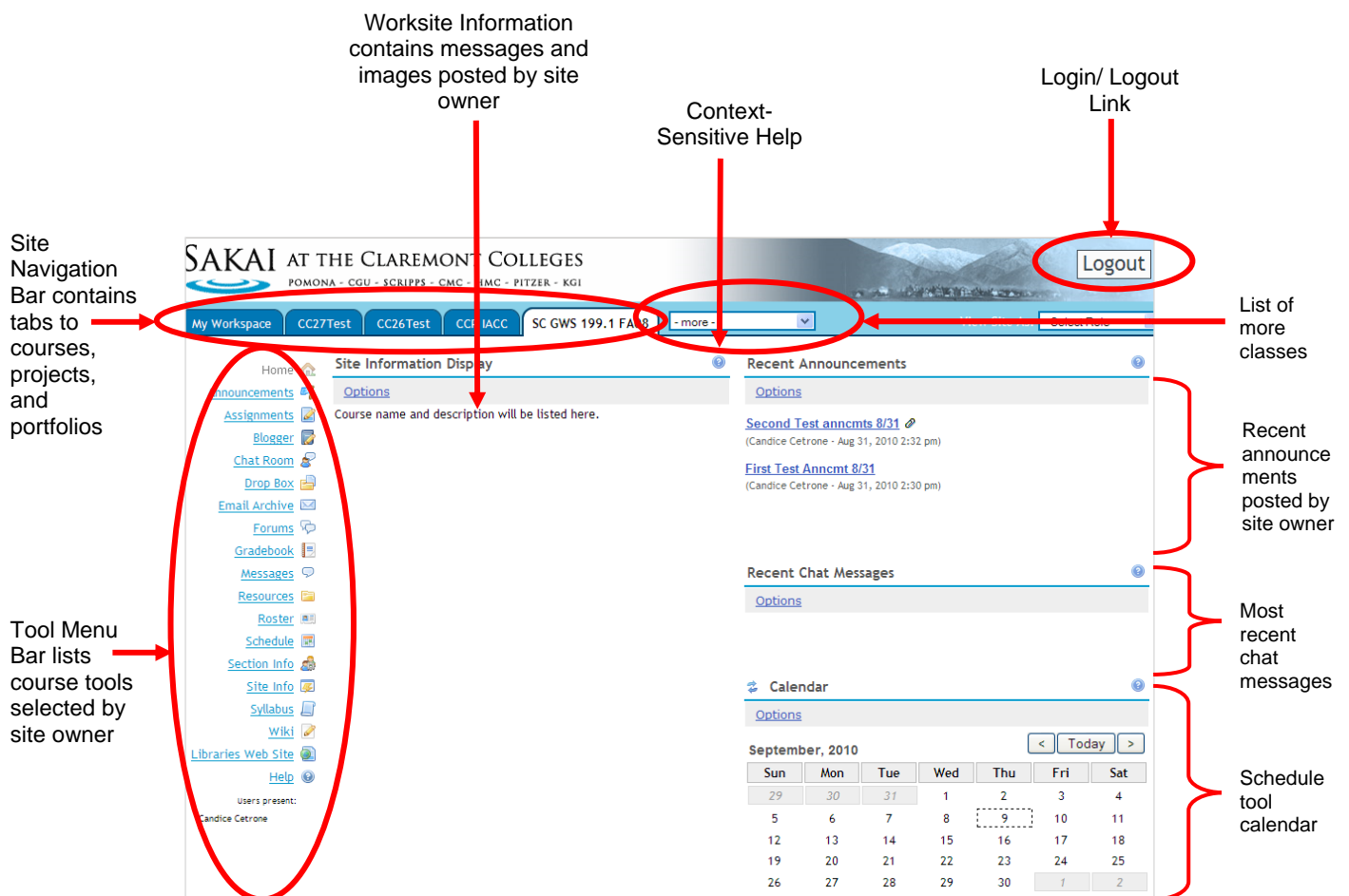
Using the browser's **Back** button will not take you to the prior page, but instead will take you to the prior tool you were using.

The small button that appears to the left of the name of the tool you're currently using, usually represented by a double arrow, is called the **Reset Button**. Use the reset button to return to the starting point of any tool, as if you had entered the tool in a new session.

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 Tool Menu Bar
- Save files to the Resources folder so that they are always available to you
- Create a project site for a team project or committee
- Add a picture and customize your personal information under Profile
- Search for other users in the Profile tool

SELECTING A COURSE SITE

When you click on the name of a course in the Navigation bar at top, you enter a specific course site. In the vertical menu bar on the left, you will see a list of the tools in use in this course.

VIEWING AND OPENING FILES IN SYLLABUS

When you click **Syllabus** in the menu bar, you will see a list of the materials related to Syllabus. To view the syllabus, click the name of the syllabus. If it is a Word or PDF file, it will open the document in the relevant application. Instructors can also Redirect to an existing syllabus on the web by inserting the URL.

VIEWING AND OPENING FILES IN RESOURCES

When you click **Resources** in the menu bar, you will see a list of the site's resources and folders containing resources. You can then do the following to browse through the available material:

- To view a resource, click the name of the resource, or the icon next to it. You may need to agree to a copyright statement, and then you will see the resource.
- 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).
- 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.

DROP BOX TOOL

The Drop Box feature allows instructors and students to share documents within a private folder for each student. The Drop Box to allow you to upload many types of files and many files at a time.

Adding a Drop Box item

If you have the correct permissions, you can add an item to a Drop Box or to a folder within a Drop Box:

1. Click Add > select Upload Files.
2. Use the drop-down list to select the number of files to upload. If you choose to add multiple files, repeat the following steps for each.
3. Click Browse to find and select the file you want to upload; enter a Display Name.
4. Under "Properties", type a title and description for your file in the appropriate fields.
5. Click 'Add Details for this Item'; select 'Copyright Status' and 'Available and Access'

6. Use the checkbox to select whether or not to display the copyright alert and require acknowledgment of the copyright when others access the file.
7. Click Upload Files.

You can also create subfolders and add other file types to your Drop Box.

Removing a Drop Box item

1. Select the checkbox next to the item's title, and then click **Remove Checked**.
2. On the confirmation page, click **Remove**.

FORUMS TOOL

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.

Forums are the top level in gray bars. Topics appear under the categories, and replies appear grouped with the appropriate topic.

Posting a new message

1. From the Forums tool, click the title of the topic for which you'd like to post a message
2. Click Post New Thread; the Compose Forum Message screen will open
3. Next to Title, type the subject (title) of your message
4. Under Message, use the WYSIWYG editor to compose your message
NOTE: Use the Paste From Word tool if you copy and paste text from a Word document
5. Under Attachments, you can attach a file from your local computer or from Resources, or specify the URL for a file on the web
6. When you're finished, click Post Message or click Cancel.

Note: If the forum or topic is moderated, the message will appear as "PENDING" until approved by a moderator.

Posting a Response to a Message or Topic

1. Click the Title of the desired topic
2. Click the subject of the desired message
3. Click Reply to Thread or Reply
4. In the text field next to Reply Title, give your reply a title
5. Under Message, use the WYSIWYG editor to compose your reply. To insert a quote of the original message, click Insert Original Message (located above the WYSIWYG editor).
NOTE: Use the Paste From Word tool if you copy and paste text from a Word document
6. Click Add Attachment to attach a file from your computer or Resources, or add a URL
7. When you're finished:
 - To post your message, click Post Message
 - To cancel your message without saving it, click Cancel.

Note: 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.

For additional information, please refer to the online Help feature in the Sakai tools.