Quick Start Guide for Teaching with Sakai 11

Login

Visit Duke's Sakai website, [https://sakai.duke.edu](https://sakai.duke.edu). Click the Duke Sakai Login button. Enter your Duke NetID and password and click Enter.

Sakai's basic layout

The home screen is a private work area called Home. Here you can organize what sites you see and set preferences like language settings or email notifications. Tabs across the top of the display represent sites to which you have access. If you do not see all of your sites, click More Sites to access a drop-down menu. As you select different tabs, the left-hand menu will change to correspond to the tools available in that site.

If you would like to change the sites that appear at the top of your Home page, click on More Sites and favorite the sites you’d prefer.

Special features in the navigation bars make it easier to go directly to a specific site and tool. Plus, you can collapse the menu bar in any site to make more room.
Create your course site(s)

Sakai course sites are not created automatically. Instructors instead choose which course(s) they want to create using a very quick course creation process. Click on Worksite Setup from the Home menu and then New to get started.

Course participants

In your new course site, click Site Info to see a list of participants and their roles. Student enrollment will update from information provided by the registrar's office several times a day. You can add non-roster students, TAs, and guests using Add Participants in Site Info.

Publish your course

From the overview page of the course, click Publish Now to make course available to students. You may edit this later by going to Site Info > Manage Access.

Customize your course site’s homepage

Your course site's main page is made up of a collection of boxes used to display information from the course such as the calendar, recent messages, and announcements. Since this is the first page a student sees when they enter your course, take advantage of the Site Information Display box to personalize your site. To start editing from the homepage, click the pencil in the display box.
Add or remove tools

A default set of Sakai tools has been installed in all courses. To add or remove tools, enter Site Info from the left-hand menu and click Manage Tools at the top of the screen. Here you can remove or add tools by selecting or deselecting the boxes adjacent to the tool names.

Rename tools or reorder the menu

Navigate again to Site Info and click on Tool Order at the top of the display. You can select and then drag-and-drop each of the menu items (tools) in this list to reorder the left-hand menu for the course. For each tool, you can use the gear icon to rename, hide, or remove the tool.

Adding content to your courses

Basic elements of content may be stored within many Sakai tools, but the primary repository for course content is the Resources tool.

Resources is organized as a hierarchical display of folders. You can expand the folder views by clicking on the small “+” symbol (indicating that a folder has content). Clicking on the item link itself will cause the item to be displayed. Use the Actions dropdown list to create folders, add files, and write content like a citation list or a HTML page. Other actions include the ability to copy, move, remove, reorder items, and limit the availability of the item.
Post your syllabus and/or course plan

There are several methods for presenting course information to students. **Lessons** is a powerful tool that allows you to present all of your course content (readings, assessments, forums, media items, etc.) in a structured format. If you only need to share documents and a syllabus, using **Resources** is sufficient. The **Calendar** tool is useful for sharing due dates with students.

Communicate with your students

**Email** mimics a regular email provider. If you wish, you can choose specific students or groups to send messages. Many instructors use **Announcements** to display important messages on the homepage of the course, as well as send a copy to the students’ email addresses.

Set up a discussion forum

**Forums** allows instructors to set up discussions that can be read or contributed to by the entire class or designated groups. The tool records the number of posts by students and can be linked to the Gradebook for grading.

To start, click **New Forum** at the top of the display. You can add a title, description, and edit permission levels as needed. Then **Save Settings & Add Topic** to create the first discussion topic. Students may then click on each topic title to start a new conversation, read all posts or reply to any post within each conversation. Discussions are organized under the hierarchy of **Forums > Topics > Conversation >Replies**.
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Learn about the editor box

It is important to understand the text editor box to get the most out of Sakai. This is the primary way students and instructors type text into the tools. Along with formatting choices like bold or centering, there are options to insert hyperlinks to URLs, quizzes, or readings. Advanced features include LaTeX, embedded video (through the Warpwire tool), and short audio recording.
Create online assessments

The Assignments tool is best suited for shorter writing assignments with instructor feedback (and multiple submissions). It can also be useful for downloading assignments like final papers in one step to your computer to review and grade. Instructions for off-line homework or in-class presentations can be shared easier through your syllabus or another tool (grades can be entered directly into the Gradebook).

In Tests and Quizzes you can create assessments with a choice of many of question types (such as multiple choice, audio response and fill in the blank). Plus, you can create timed assessments, deploy an assessment to a certain section or group, and start a question pool for future tests or to share with others.

Tests, assignments, and forums can be set up to send grades to Gradebook. The Gradebook allows for Excel import/export and has an easy spreadsheet interface for quickly entering manual grades.

Need help?

Contextually-appropriate help is accessible within each Sakai tool by clicking on the question mark icon in the upper right of each tool window. You may also reset a tool by clicking on the tool title. This restores the tool to its home screen and is often more effective than the browser's back button.

- Visit https://support.sakai.duke.edu to read FAQs and guides, watch videos and see examples from other sites.
- Come to a Sakai training event or stop by Sakai office hours for help. https://cit.duke.edu/events/