

Sakai @ Duke

Student Quick Start Guide

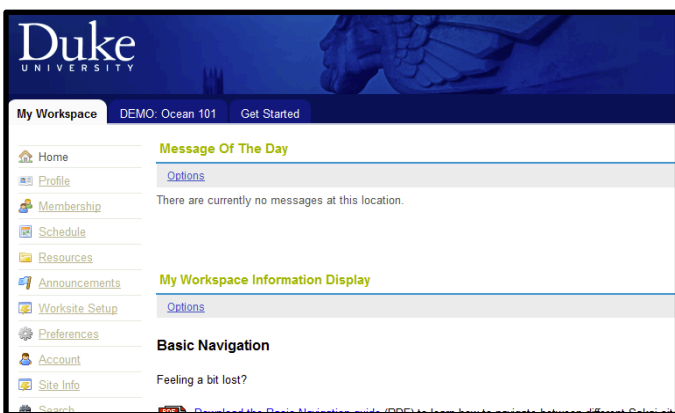
1. How do I log into Sakai?

Sakai is located at <http://sakai.duke.edu>. Duke students should log in with their Duke NetID credentials. If you have been invited to join a class as a visitor, please read more about [activating a guest account](#). If you do not see a Sakai site for your course, speak with your instructor to make sure they are using Sakai and if the course site has been published.



2. Where do I start in Sakai?

My Workspace is the first page displayed when you log in. My Workspace is a feature that is unique to Sakai. It not only displays all announcements and schedule items that are posted by faculty, but also is the place where you can store personal documents and files.

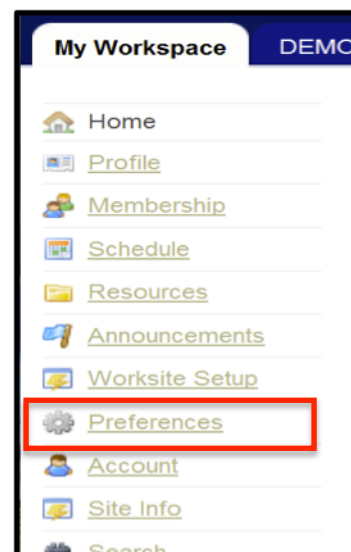


3. How do I access my courses?

You will find your courses at the top of Sakai as a series of tabs. If you have more courses than the size of the screen allows, a drop down menu containing additional courses will appear at the end titled **My Active Sites**.

4. Where can I customize my Sakai preferences?

Under the **My Workspace** tab, on the left menu, click **Preferences**. Here, you will be able to customize Sakai to fit your needs. We recommend that you select **Notifications** to control how frequently or infrequently you want to receive communications from Sakai including announcements and resources.



5. What should I look at first?

Instructor will organize their sites differently. Start by looking for class materials in Syllabus, Schedule or Resources:

→ **Syllabus**

Your instructor might create a syllabus that links to reading, teaching materials, assignments, tests and other web pages. In that case, you would use the syllabus as a starting point to find different content in a course. Other instructors will use this tool to post a standard syllabus as an attachment or written inline.

→ **Schedule**

Sakai's schedule tool can serve as a central location to find assignment due dates, class meeting times, and deadlines. Your instructor may choose to use the schedule tool as the main way to communicate with you about your work. Any events will appear in the calendar on your course's homepage.

→ **Resources**


The Resources tool serves as a repository of files for each course. Instructors may direct you there to find readings and assignments. You can store personal documents and files in **My Workspace**. Note: There is a 100MB per file size limit.

6. Tips

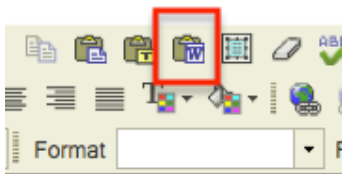
→ **Assignments / Tests and Quizzes**

Be sure to save your work frequently while working and open a test in only one browser. You have submitted your work successfully only if you see a submission screen. Once the instructor has graded your work, you can return to the tool to view any feedback they have released.

→ **Reset Button**

If you get lost moving around in any tool, click the **reset button**  to return to the starting point of the tool you were using.

→ **Paste from Word**



If you want to copy text from Word into the editor box and retain the correct formatting, you will need to click the Paste from Word button first.