SAKAI PILOT at Durham Technical Community College

Getting Started with Sakai

Durham Tech is exploring alternatives to the Blackboard system that many instructors use to provide online resources for instruction. This semester, several classes will use a product called **Sakai** instead Blackboard. Students in these classes will log in to a Sakai server to access course information, submit work, and/or communicate with classmates and the instructor.

What computer hardware and software do I need to use Sakai?

The requirements are pretty much the same as for Blackboard. You will need:
- a computer (PC or Mac) with high-speed Internet access
- a ConnectMail email account (provided by Durham Tech)
- a reasonably current web browser (Internet Explorer 7 or higher OR Firefox 3 or higher)
- current version of Java installed
- JavaScript and cookies enabled

 Note to Mac users: Use the free Firefox web browser instead of Safari.

How do I log in to Sakai?

- Go to http://mysakai.rsmart.com
- Enter your Sakai user name and password:
    - Your Sakai user name is your complete Durham Tech ConnectMail address.
    - Your initial Sakai password is a long number that was sent to your ConnectMail address.

    Note: If you can't find the email with your Sakai password, don't worry -- just follow the steps below for forgotten passwords.

What if I forget my password?

- Go to http://mysakai.rsmart.com
- Click on the "Forgot Password?" link. (It's in the lower right area. You may have to scroll down to see it.)
- Enter your complete Durham Tech ConnectMail address and click "Send Password".
- You will receive an email (in your ConnectMail account) that gives you your Sakai user name and password.

What do I do the first time I log in?

After your first login to Sakai, complete these 3 steps to finish setting up your account:

1. **Change your password and enter your name:**
    - In the My Settings box on the left, click "Account" then click "Modify Details".
    - Enter your first and last name, and then type in a private password that you can remember. Type the password in a second time for verification.
    - Click "Update Details."

2. **Set the time zone:**
   - In the My Settings box on the left, click "Preferences" then click "Time Zone".
   - Scroll down in the list and select **America/New_York**.
   - Click "Update Preferences."

3. **Complete your profile:**
   - In the My Settings box on the left, click "Profile2"
   - To add a picture or other personal info, point your mouse to any area of the profile screen: an option to edit or change information will appear.

   Note: Profile2 works similarly to facebook. Using Profile2 you can make "connections" with other Sakai users (like friends on facebook), and you can post status updates that your connections will see. If you are a Twitter user, you can set your Preferences to send these status updates to Twitter.

How do I access my course in Sakai?

After you log into Sakai, you are in your private workspace, called "My Workspace". In the green band across the top, you should see a "Quicklink" to your course. Click the course link to go into the site for your course.

Where do I go for help?

If you need help with Sakai, several options are available:

Visit the DTCC "Sakai Help for Students" web site
Follow the link in your course to "DTCC Sakai Help" or visit:
http://tinyurl.com/dtcc-sakai-help

Contact Durham Tech's Instructional Technology team
Durham Tech's Instructional Technology team can assist you with Sakai questions:
- Email: sakaihelp@courses.durhamtech.edu
- Phone (Mon-Fri, 8am - 5pm): Call 919-536-7213 - choose option 3, 4, or 5

Check with your instructor
Instructors organize their course sites differently and choose different settings. It's a good idea to ask your instructor because the answer may be specific to the way they are doing things. It's also important for your instructor to know if you're having a technical problem that may affect your ability to do your assignments.

When contacting support, please provide the following information:
- Your name
- The class you are taking that is using Sakai
- A detailed description of the problem
- A phone number where you can be reached
- Please cc: your instructor on any emails you send to the support team!

NOTE: The Blackboard Help Desk and the Durham Tech Help Desk are **NOT** able to help with Sakai issues. Also, please do not contact rSmart for assistance.