SAKAI at Durham Technical Community College

Non-Credit Classes: Getting Started with Sakai

What is Sakai?

Sakai is Durham Tech's new system for accessing course materials online. Sakai is similar in many ways to Blackboard but offers an updated interface and new tools for collaboration and learning.

Sakai will replace Blackboard at Durham Tech by December 2013. Until then, as we phase in Sakai, some of your courses may use Sakai and others may use Blackboard. If you don't see all of your courses on Sakai or on Blackboard – don't panic! Check with your instructor to find out which system he or she is using for your course.

Sakai Tutorial

The first time a user (instructor or student) logs in to Sakai, a brief tutorial displays presenting basic info about the features and layout of Sakai. After closing the tutorial, you can access it again at any time for a refresher. Access the tutorial by clicking on User icon at the top right corner of the screen (to the left of the Logout button) and choosing Tutorial.

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
- an email account (can be a free email account like Google http://www.gmail.com)
- a reasonably current web browser (Firefox **11** or higher is the recommended browser)
- 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?

FIRST TIME: The first time you use Durham Tech's Sakai system, you will need to set up your password. To do this, you need to know:
- Your **7-digit Durham Tech ID number** (ex: *0771234*) Don't know your ID number? Ask your instructor.
- Your **DTCC user name**:

> last name + first initial + last 4 digits of your Durham Tech ID number
> *Example: doej1234*

   - *If your last name is long, your user ID contains only the first 15 characters*
   - *User IDs do not contain spaces, hyphens, apostrophes, or other special characters*

To set up your Sakai password:
- Go to http://sakai.durhamtech.edu
- Click on "Reset Password" in the menu on the left, then click the link to "Reset (or set up) my Sakai/WebAdvisor password now"
- Follow the on-screen directions to set up your password.
- When you finish, return to http://sakai.durhamtech.edu and log in using your **DTCC user name** and the password you just set up

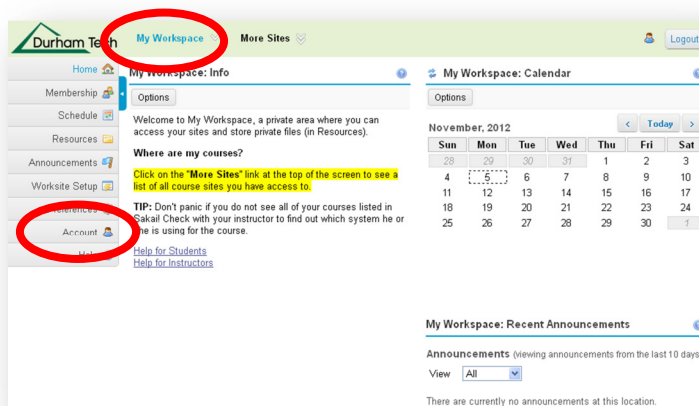**What if I forget my password?**
- Go to http://sakai.durhamtech.edu
- Click the "Reset Password" link. Follow the prompts to reset your password.

Need help resetting your password?
Instructions for resetting you password: http://tinyurl.com/reset-dtcc
- If you need help resetting your password, contact the IT help desk at 919-536-7200 x6111.
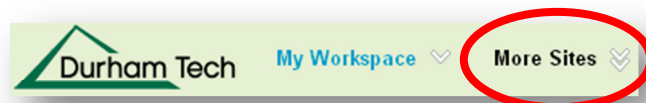
What do I do after logging in?

When you log into Sakai, you are in "**My Workspace**," a private area where you can access your course sites (under "**More Sites**") and store private files (in "**Resources**"). My Workspace also displays an aggregated **Calendar** and **Recent Announcements** from your course sites.

The first time you log in: Click on "**Account**" on the left to verify your email address. If no email address is listed (or if the address listed is incorrect), contact sakaihelp@durhamtech.edu

How do I access my courses in Sakai?
Click on the "**More Sites**" link at the top of the screen (to the right of the Durham Tech logo) to see a list of all course sites you have access to. Then click on any course title to go into that course.

REMEMBER: Don't panic if you do not see all of your courses listed in Sakai! Check with your instructor to find out which system he or she is using for the course.

Where do I go for help?
If you need help with Sakai, several options are available:
- **Check with your instructor**
  It's important to let your instructor know if you're having a problem that may affect your ability to complete your assignments. Instructors organize their courses differently so the answer to your question may be specific to the way they are doing things.
- **Visit the Sakai Help for Students web site:** http://tinyurl.com/dtcc-sakai-help
- **Contact Durham Tech's Instructional Technology team**
  - **Email**: sakaihelp@durhamtech.edu
  - **Phone**: 919-536-7213 (Mon-Fri, 8am - 5pm)
  - *When contacting support, please provide the following information:*
  - Your first & last name
  - The class you are taking that's using Sakai
  - A detailed description of the problem you are having
  - A phone number where you can be reached
  - Please cc: your instructor on any emails you send to the support team!