

2009/2010

A Student's Guide to Sakai



Brock
University

ITS User Services

Brock University

2009/2010

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INTRODUCTION TO SAKAI

Sakai is an open-source web based collaboration and courseware management platform that is designed by educators, for students. Sakai provides a flexible yet powerful collaboration solution that supports teaching, learning, research and administrative functions. The builders of Sakai work at more than 100 campuses across the globe and contribute content as an ever evolving effort to incorporate what features academic users value most.

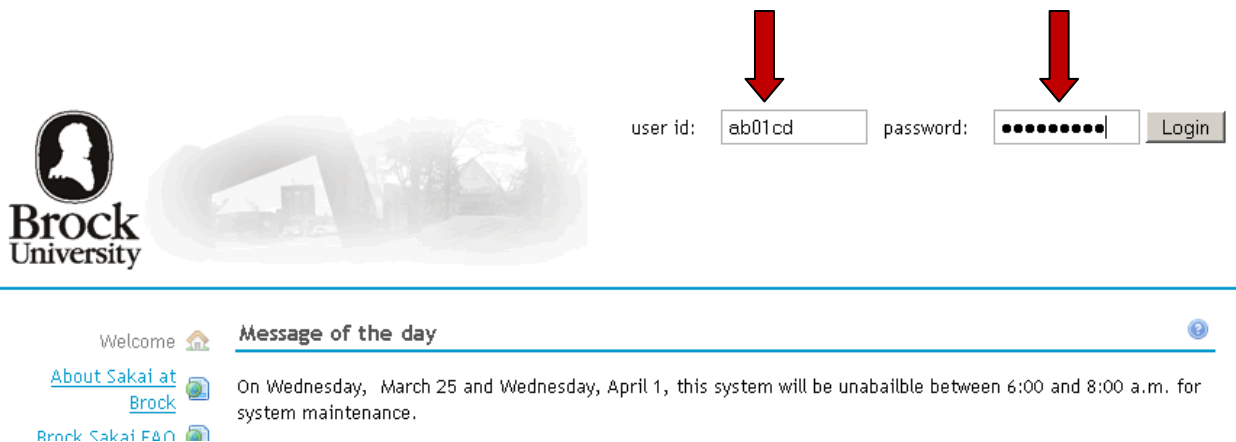
At Brock, Sakai is being rolled out across our campuses as the successor to WebCT. Sakai offers Brock University a set of robust features to help instructors better communicate and collaborate with their students, while fellow students enjoy a rich environment that helps them manage and organize their academic life.

As a student of Brock University, you can expect some courses will use Sakai as their primary means of out-of-classroom communication. Sakai is configured to provide the following course resources: syllabus, scheduling, announcements, resources, assignments, grades, and student/teacher message boards. Check Sakai often to ensure you are aware of course expectations and updates.



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CONNECTING TO SAKAI


- 1) **Ensure you have a compatible browser.** Sakai is optimized to work reliably with Mozilla Firefox, however most other web browsers should work fine except Apple's Safari. To download a free copy of Firefox web browser, please visit Mozilla at "<http://www.mozilla.com/en-US/firefox>". Follow the installation instructions provided on the Mozilla web page.
- 2) **Click on the following link:** <https://lms.brocku.ca/portal> *
- 3) **Enter your user id and password**.** Your user id is typically 6 characters long and consists of 4 letters and 2 numbers (i.e. ab01cd).



user id: password:

Welcome  **Message of the day** 

[About Sakai at Brock](#)  On Wednesday, March 25 and Wednesday, April 1, this system will be unavailble between 6:00 and 8:00 a.m. for system maintenance.

[Brock Sakai F&N](#) 

* If you are unable to access Sakai, check its status by visiting the following link: <http://www.brocku.ca/its/>

** If you do not have a user id, please contact our helpdesk at: support@brocku.ca

3 SAKAI LAYOUT OVERVIEW

In Sakai, the main page shown below consists of three main work areas: My Workspace worksite, Course Worksites, and Worksite Options.

The screenshot displays the Sakai user interface. At the top left is the Brock University logo. A navigation menu on the left includes links for Home, Profile, Schedule, Announcements, Preferences, and Help. The main content area is divided into three sections: 'Message of the Day' with a system maintenance notice, 'My Workspace Information' with a welcome message, and 'Calendar' showing a calendar for March 2009. A 'Recent Announcements' section is also visible at the bottom right. Red arrows and boxes highlight specific areas: 'My Workspace' (the top navigation bar), 'Course Worksites' (the top navigation bar), and 'Worksite Options' (the left navigation menu).

The **My Workspace** worksite contains a set of configurable tools that allow users to customize Sakai for optimal performance to meet personal preferences. Think of it as the central hub of Sakai and provides a summary of all available Course Worksite information. The My Workspace worksite can provide the following benefits:

- View an integrated schedule to show all course worksite schedule events.
- Review announcements from all course worksites in a single location.
- Configure personal notification and viewing preferences.
- Join to new worksites as they become available.

The **Course** worksites horizontal tabs link to each course you are enrolled in during the current semester. Some courses may not appear if the instructor opts not to setup Sakai for that course. Select the course worksite tab to access the following features (some features may not be enabled by the instructor):

- Announcements
- Assignments
- Chat Room
- Discussions
- Drop Box
- Gradebook
- Link Tool
- Messages
- Resources
- Schedule
- Syllabus

The **Worksite Options** allow you to explore available options within your worksites (horizontal tabs) mentioned above. The worksite options can vary from course to course, depending what features the instructor has enabled. To ensure you are up to date, frequently check every worksite option for each course regularly.

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CLASSROOM GUIDE

4.1 Announcements

Brock course instructors will often post **Announcements** to keep students up to date. The announcement tool provides a summary of all worksite announcements. It is important that you frequently read all course announcements to ensure you are up to date and aware of changes in the course as they occur.

Subject	From	Site	Date	Beginning Date	Ending Date
SUBMISSION OF ASSIGNMENT FILES	Anteneh W Ayanso	MBAB5P09D03FW2008MAIN	Feb 13, 2009 3:46 pm		
Assignment-1 Due Date	Anteneh W Ayanso	ITIS3P98D03FW2008MAIN	Feb 4, 2009 8:18 pm		
MIDTERM EXAM	Anteneh W Ayanso	MBAB5P09D03FW2008MAIN	Jan 29, 2009 7:37 pm		
Classes this week in the lab	Anteneh W Ayanso	MBAB5P09D03FW2008MAIN	Jan 26, 2009 12:06 pm		

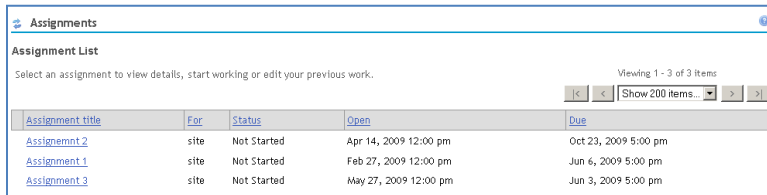
4.2 Course Schedule

You can use the course **Schedule** feature as a quick and easy way to verify course times and test times, show when assignments are due and display special events. To see a summary of all of your schedules together, use the schedule feature in “MyWorkspace”. This is a great tool to help you plan your weekly work schedule.

	Sun 7	Mon 8	Tue 9	Wed 10	Thu 11	Fri 12	Sat 13
8 AM				class			
9 AM							
10 AM							
11 AM							
12 PM							
1 PM					Workshop		
2 PM							
3 PM							
4 PM							
5 PM							

4.3 Assignments

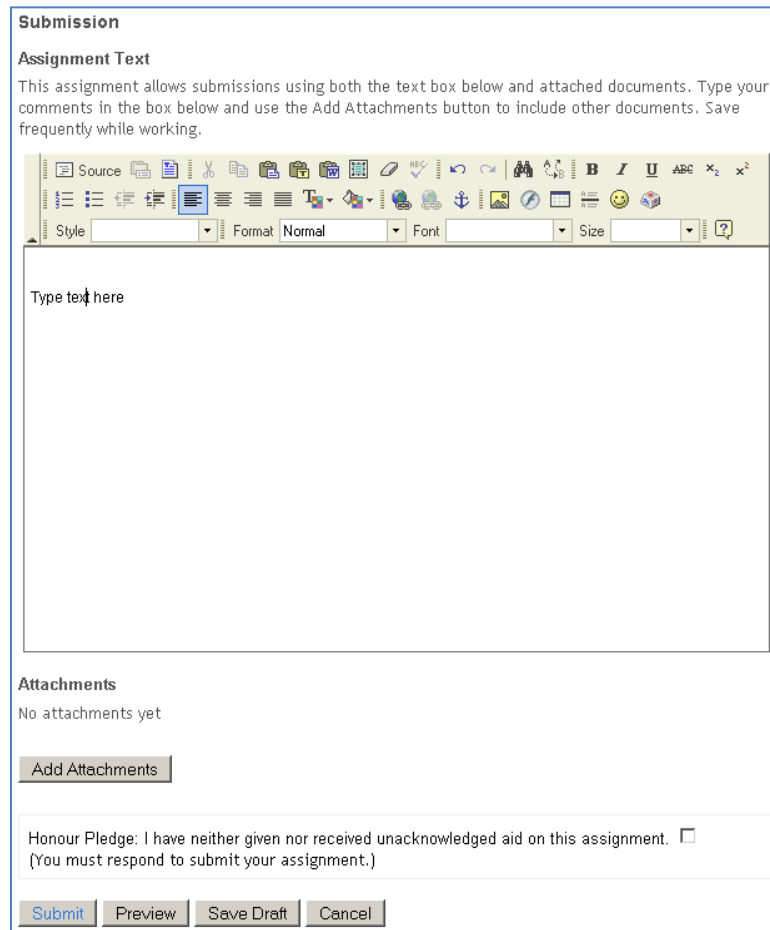
Your assignments can be easily retrieved, reviewed and submitted within Sakai. To see a list of upcoming and completed assignment, use the **Assignment** tool in the worksite options.



The screenshot shows the 'Assignments' tool interface. At the top, it says 'Assignment List' and 'Viewing 1 - 3 of 3 items'. Below this is a table with the following data:

Assignment title	For	Status	Open	Due
Assignment 2	site	Not Started	Apr 14, 2009 12:00 pm	Oct 23, 2009 5:00 pm
Assignment 1	site	Not Started	Feb 27, 2009 12:00 pm	Jun 6, 2009 5:00 pm
Assignment 3	site	Not Started	May 27, 2009 12:00 pm	Jun 3, 2009 5:00 pm

Clicking on the title of the assignment will open the assignment instructions and provide a submission option. You can submit your assignment electronically by using the built-in word processor provided by Sakai and/or attaching your assignment via the “Add Attachments” option. Once complete, click the submit option to complete the process. Assignments past due cannot be submitted unless special arrangements are made with your instructor.



The screenshot shows the 'Submission' tool interface. It includes an 'Assignment Text' section with a rich text editor and an 'Attachments' section with a button to add attachments. Below the attachments section is an 'Honour Pledge' checkbox and a row of buttons: Submit, Preview, Save Draft, and Cancel.

Submission

Assignment Text

This assignment allows submissions using both the text box below and attached documents. Type your comments in the box below and use the Add Attachments button to include other documents. Save frequently while working.

Rich text editor toolbar with options for Source, Bold, Italic, Underline, ABC, x₂, x², and various text formatting tools. Below the toolbar are dropdown menus for Style, Format (Normal), Font, and Size.

Type text here

Attachments

No attachments yet

Add Attachments

Honour Pledge: I have neither given nor received unacknowledged aid on this assignment.
(You must respond to submit your assignment.)

Submit Preview Save Draft Cancel

To verify your assignment has been successfully submitted, enter the **Assignment** worksite and your assignment should appear as submitted as shown below.

[Assignments](#) ?

Assignment List

Select an assignment to view details, start working or edit your previous work.

Viewing 1 - 3 of 3 items

Assignment title	For	Status	Open	Due
Assignment 2	site	Submitted Jun 10, 2009 2:25 pm	Apr 14, 2009 12:00 pm	Oct 23, 2009 5:00 pm
Assignment 1	site	Not Started	Feb 27, 2009 12:00 pm	Jun 6, 2009 5:00 pm
Assignment 3	site	Not Started	May 27, 2009 12:00 pm	Jun 3, 2009 5:00 pm

4.4 Checking Grades

Once your assignment has been graded, your grades can be posted in Sakai by your instructor. To check your grades for a particular course, select the appropriate worksite tab (course name) then select **Gradebook** within the worksite options. Your grades will appear in a similar fashion as shown below.

Gradebook Items				
Title	Due Date	Grade*	Weight	Comments
▼ essay		-	40%	
essay	-	-		
▼ final		-	30%	
final	-	-		
▼ quizzes		-	30%	
quiz	-	-		
quiz 3	-	-		
quiz2	-	-		
▼ Unassigned		N/A	-	
Assignment 2	Oct 23, 2009	-		<i>from Assignments</i>
Final Exam	-	-		
My first	-	-		
New stuff	-	-		
Presentation 1	-	-		
essay 2	-	-		

4.5 Additional Resources

As a final note, this guide was written as an introduction to Sakai for students. If you are interested in learning more about Sakai, please visit the Brock training site at www.brocku.ca/its.