

# Getting Started with Sakai for Students



## What is Sakai?

Sakai is PLU's learning management system and offers a wide array of web-based teaching and collaboration tools for classes. Professors may use Sakai to distribute class materials, assignments, and online tests and quizzes. A number of different tools are available in Sakai and professors select which ones are relevant to their classes. Your classes that use Sakai will be listed as tabs after you login.

## Logging in to Sakai

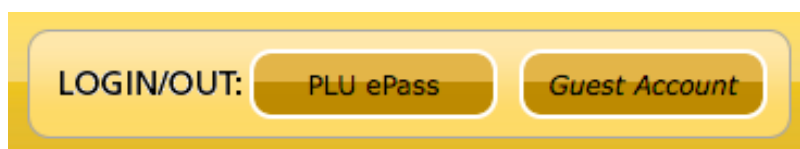
You can log-in to Sakai using any current web browser and a mobile interface is available for smart phones.

### ePass Account Activation

If you haven't already done so, activate your ePass at <http://www.plu.edu/myepass/>. You'll need your ePass username and password to log in to Sakai.

### PLU ePass Login

Login to Sakai with your PLU ePass username and password by pointing your web browser to <https://sakai.plu.edu>. Click on the "PLU ePass" button in the upper right corner of the page.



On the login screen, enter your PLU ePass "Username" and "Password" and click the "SIGN IN" button.

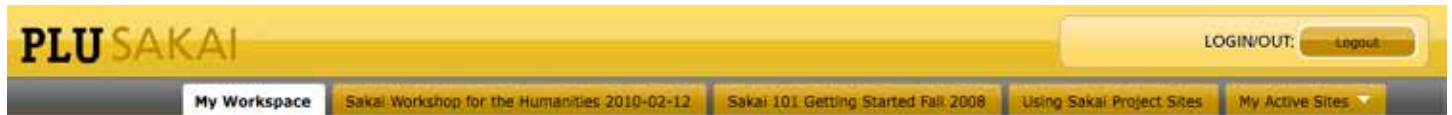
### Mobile Devices

Need to check something for your Sakai classes via your smart phone?  
Log-in at <https://sakai.plu.edu/portal/pda/> for a mobile-friendly version.

## Exploring Your Site Tabs

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Tabs across the top of your page allow you to navigate through your Sakai sites. Your current site is highlighted as a white tab. Click on a tab to go to that site.



### My Workspace Tab

This tab is always found on the left side of the tabs area. Click this tab to access your own personal site in Sakai where you can adjust your **Profile** and **Preferences**. It also provides a **Resources** area where you can upload and store files.

### Class and Project Sites

To the right of the My Workspace tab you will find tabs for your Sakai classes and project sites. Please note that Sakai sites are created at the request of professors, so not all of your classes will have corresponding Sakai sites. You can adjust which of your sites are in the tabs and the order in which they appear. See **Setting Your Preferences** below for instructions.

### My Active Sites Tab

If you have more class and project site tabs than will fit across the screen, then you can view the rest of your sites from the “**My Active Sites**” tab to the far right of the tabs. Here you will see a listing of all your Sakai classes by semester as well as any project sites.

## Adjusting Your Profile

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Your profile stores information about you that you choose to make available and may be viewed by other users who are logged in to Sakai.

### Editing Your Profile

- Click the **My Workspace** tab.
- From the menu of tools to the left, click **Profile**.
- Your current profile will be displayed. At the top of the page, click the **Edit my Profile** button.
- Edit any of the **Public** or **Personal** information. You can also choose to display a picture from your PLU LuteCard or use a picture from a URL of your choosing.
- Click the **Save** button at the bottom of the page.

### Setting Privacy Status

- You can control what parts of your profile are visible to others who are logged in to Sakai.
- Click the **Edit my Profile** button.
- Check the **Hide my entire Profile** box to make your profile invisible to others.
- Check the **Hide only my Personal Information** box to selectively hide only your personal information.
- Click the **Save** button at the bottom of the page.

# Setting Your Preferences

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Your preferences can be adjusted for how you want your class tabs to appear and how you want to be notified with email from Sakai.

## Rearranging Tab Positions

- You can change the order of your class tabs so they are organized most conveniently for you.
- Click the **My Workspace** tab.
- From the menu of tools to the left, click **Preferences**.
- At the top of the page, click the **Customize Tabs** button.
- On the left side you will see a list of **My Active Sites**; on the right you will see **My Hidden Sites**.
- To change the order of your active sites:
  - Under the **My Active Sites** area, click on the class to highlight it.
  - Click the up and down arrows at the left to move the location of your course. Courses at the top are on the left side of your tabs; courses at the bottom are on the right.
  - Continue the process until your tabs are organized the way you want them.
- To hide an active site:
  - Under the **My Active Sites** area, click on the class you want to hide to highlight it.
  - Click the right arrow to move the class into the **My Hidden Sites** area.
  - You can do the reverse if you want to un-hide hidden sites.
- Click the **Update Preferences** button at the bottom of the page.
- Refresh your browser to see the tab changes take effect.

## Set Notifications

You will receive all high priority Sakai notifications via email. But you can set how you want to receive low-priority notifications for each Sakai tool.

- Click the **My Workspace** tab.
- From the menu of tools to the left, click **Preferences**.
- At the top of the page, click the **Notifications** button.
- For each Sakai tool, select your notification preferences from among:
  - Send me each notification separately
  - Send me one email per day
  - Do not send me low priority items
- Click the **Update Preferences** button at the bottom of the page.

## Email Forwarding

Sakai sends all email to your PLU email address. If you want to forward your PLU email to another non-PLU email address, log in to Gmail and go to **“Settings -> Forwarding and POP/IMAP”** to set your forwarding email. To avoid missing that essential email your professor sends from Sakai, we strongly encourage you to test that email forwarding works properly. You can do so by using the **Mailtool** in one of your Sakai classes and sending an email to yourself at your PLU address. If forwarding works properly, you should see that message appear in your non-PLU account.

# Retrieving Files from Class Sites

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Your professors may distribute readings and other materials to their class participants through Sakai. Here are quick instructions on how to find these files and download them.

## Finding the Resources

- Go to the course site where the materials are stored.
- Click on the **Resources** tool on the left menu of the site
- Navigate through the files and folders to find the resource you want to download. Any folder containing materials has a plus sign (**+**) in its icon and you can click on the **+** or the name of the folder to open it up.

## Download Files

- Once you've found the file you want to download, **right-click** on the name of the file (or **control-click** on a Mac)
- Click "**Save Target As...**" (Internet Explorer) or "**Save Link As...**" (Firefox)

# Getting Help

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There are a number of ways to get help with Sakai. And the Sakai Support Team is eager assist you with resolving any technical issues you have with logging in and using Sakai.

## Finding Help in Sakai

**Within a Site** - Click the **Help** menu item at the bottom left of the left menu for general help. Within any tool, click the blue **"?"** icon for context-sensitive help.

**Sakai Support Site** - In the yellow footer bar at the bottom of the page, click the **SAKAI SUPPORT** link on the left. Here you'll find contact information for getting help, a listing of Sakai FAQ's, and other information.

## Sakai Support Team

Please contact the Sakai Support Team with any questions and concerns you have regarding Sakai. We are here to help and will respond to you as quickly as possible.

- Help Requests: <http://helpdesk.plu.edu>
- Phone: 253-535-8728
- Location: Library, Second Floor, 207
- Email: [sakai@plu.edu](mailto:sakai@plu.edu)

## Quick Starts and Animated Tutorials

Try out the quick starts and animated tutorials for general introductions to various Sakai tools.

- Specific to PLU:
  - <https://sakai.plu.edu/portal/site/Support/page/80698b2d-b41a-4cd1-8648-82285046c2d0>
- From Indiana University:
  - <https://oncoursehelp.iu.edu/helptool/doc/arbl>