Getting Started with Sakai for Students

What is Sakai?

Sakai is PLU's learning management system. Professors may use Sakai to distribute class materials, create assignments, and even deliver online tests. Many [tools](#) are available and your professor chooses tools that are relevant to your class.

How do I log in to Sakai?

You can log in to Sakai using any current web browser.

1. **Activate Your ePass Account**
   Sakai uses your ePass username and password. If you haven't already done so, activate your ePass at: www.plu.edu/myepass
2. **Visit the PLU Home Page**
   You can access Sakai straight from the [PLU home page](#), by clicking on the ePass drop-down menu (top-right corner). From that menu, simply choose the Sakai link to get started. (You can also go to sakai.plu.edu directly and bookmark Sakai in your browser.)
3. **Log In to Sakai**
   On the login page, click on the "PLU ePass" button (top-right corner). Enter your ePass "Username" and "Password" and then click the Sign In button.
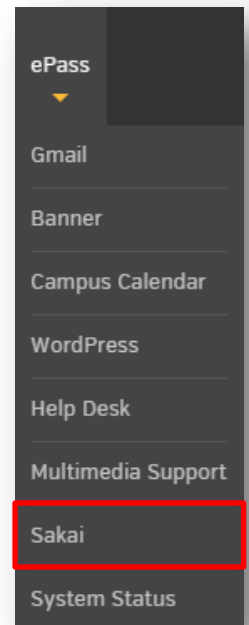
Congratulations!

Once you've successfully logged in to Sakai, you're ready to start accessing any course material your professor has prepared. Be sure to read the following pages for an in-depth look at Sakai and customization options.

Good luck in your studies and welcome to Sakai!

Sincerely,
Sakai Support Team

Navigating Sakai

Once you login, familiarize yourself with the following areas in Sakai. Your professors choose which tools to use, but below are some of the most popular ones:

- **Resources:** Selected readings, lecture notes, presentations, etc.
- **Announcements:** Important course related news.
- **Assignments:** Complete details on course assignments.
- **Gradebook:** Allows access to all graded course material, assignments, and tests.

Tip: Click the 'Tool reset button' instead of your web browser's 'Back' button to return to the initial landing page for the tool you are using.

Accessing Course Sites

Tabs across the top of your page allow you to navigate through your Sakai sites. Your current site is highlighted as a white tab.
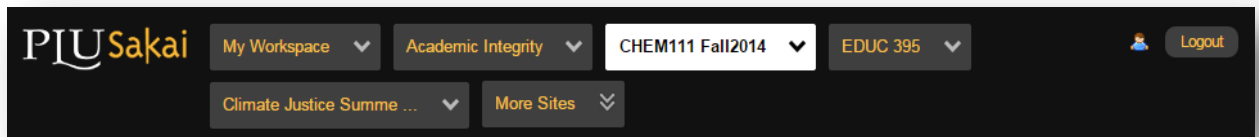
- **My Workspace:** Access your own personal site in Sakai to adjust your Profile and Preferences. It also provides a private Resources area to upload and store files.
- **Class and Project Sites:** Sakai sites are created at the request of professors, so not all of your classes will have corresponding Sakai sites.
- **More Sites:** Here you will see a listing of all your Sakai sites.

Retrieving Files from Class Sites

Your professors may distribute materials through Sakai. Here's how to download them.

1. **Find Resources**
   Go to the course site and click 'Resources' to navigate to where materials are stored.
2. **Download Files**
   Once you've found the file you want to download, right-click on the name of the file. Click "Save Target As" or "Save Link As" (depending on your web browser).

Getting Help

Help in Sakai

- **Within a Site:** Click the "Help" tool at the bottom left for general help or the blue "?" icon (top-right) for help specific to the area you are in.
- **Sakai Support Site:** At the bottom of each page (gold footer area), click the Sakai Support link. In the Sakai Support site you'll find answers to frequently asked questions and more.

Sakai Support Team
Please contact the Sakai Support Team with any questions you have regarding Sakai.

Help Requests:	helpdesk.plu.edu
Phone:	253-535-7525
Email:	sakai@plu.edu