1. **How do I log into Sakai?**

   Sakai is located at [http://sakai.duke.edu](http://sakai.duke.edu). Duke students should log in with their Duke NetID credentials. If you have been invited to join a class as a visitor, please be sure to have activated your guest account. If you do not see a Sakai site for your course, speak with your instructor to make sure they are using Sakai and if the course site has been published.

2. **Where do I start in Sakai?**

   **Home** is the first page displayed when you log in. It not only displays all announcements and schedule items that are posted by faculty, but also is the place where you can store personal documents and files.

3. **How do I access my courses?**

   You will find your courses at the top of Sakai as a series of tabs. If you have more courses than the size of the screen allows, a drop down menu containing additional courses will appear at the end titled Sites.
4. **Where can I customize my Sakai preferences?**
   Under the **Home** tab, on the left menu, click **Preferences** or you can click on your name in the main header and choose Preferences. Here, you will be able to customize Sakai to fit your needs. We recommend that you select **Notifications** to control how frequently or infrequently you want to receive communications from Sakai including announcements and resources.

5. **What should I look at first?**
   Instructor will organize their sites differently. Start by looking for class materials in Syllabus, Schedule or Resources:
   - **Syllabus**
     Your instructor might create a syllabus that links to reading, teaching materials, assignments, tests and other web pages. In that case, you would use the syllabus as a starting point to find different content in a course. Other instructors will use this tool to post a standard syllabus as an attachment or written inline.
   - **Calendar**
     Sakai’s calendar tool can serve as a central location to find assignment due dates, class meeting times, and deadlines. Your instructor may choose to use the schedule tool as the main way to communicate with you about your work. Any events will appear in the calendar on your course’s homepage.
   - **Resources**
     The Resources tool serves as a repository of files for each course. Instructors may direct you there to find readings and assignments. You can store personal documents and files in **Home**. Note: There is a 100MB per file size limit.

6. **What is the Email tool?**
   The Email tool allows user to send an email message to site participants by role, section, or group, and also provides a field for specifying non-site participant email addresses. When the email is sent from Sakai, the subject line automatically includes the course name and number.
   
   Because the Email tool does not use a sent folder, **be sure to click on the box to “Send me a copy” so that you have a record of the email.**

7. **What is the Gradebook?**
   The Gradebook is a tool for instructors to calculate and store grade information and distribute it to students online. Students can view their scores for all items; view their course grades, once an instructor releases them; and sort their items by title, due date, grade, and weight, where applicable. Students can only view their own grades.