

# Student Quick Start Guide to Sakai

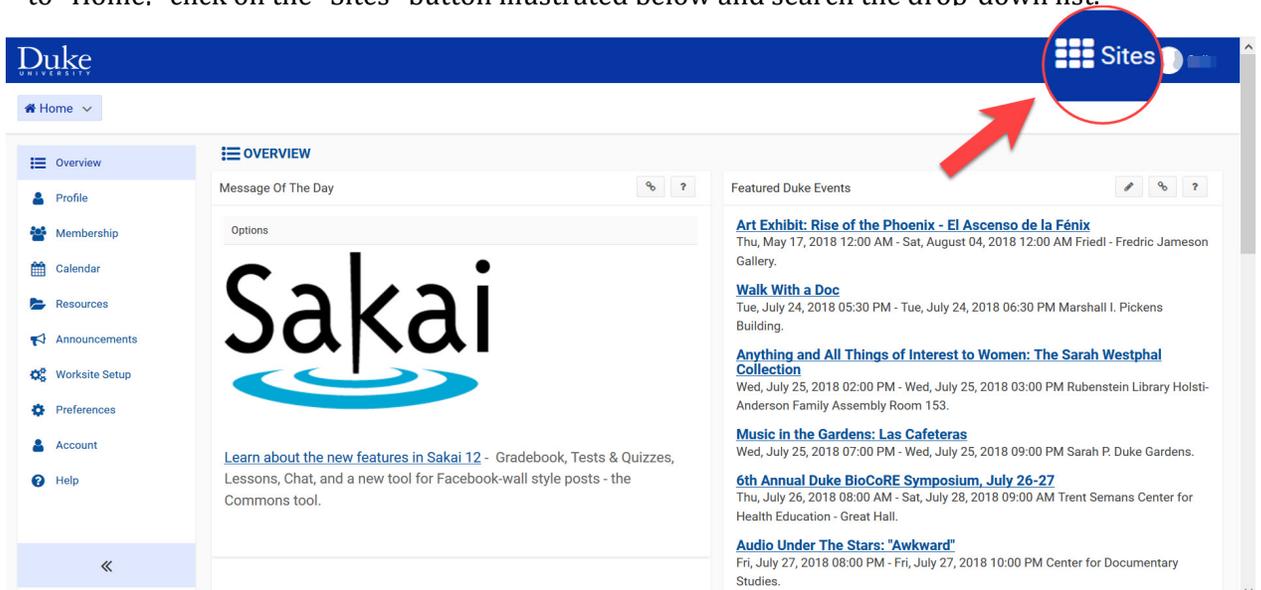
## 1. *How do I log into Sakai?*

Sakai is located at <http://sakai.duke.edu>. Students should log in with their Duke NetID credentials. If you have been registered for a class, *please be sure to have activated your guest account*. If you follow the steps below and still do not see your course title listed, speak with your instructor or COS administrator to make sure you are listed on their roster.

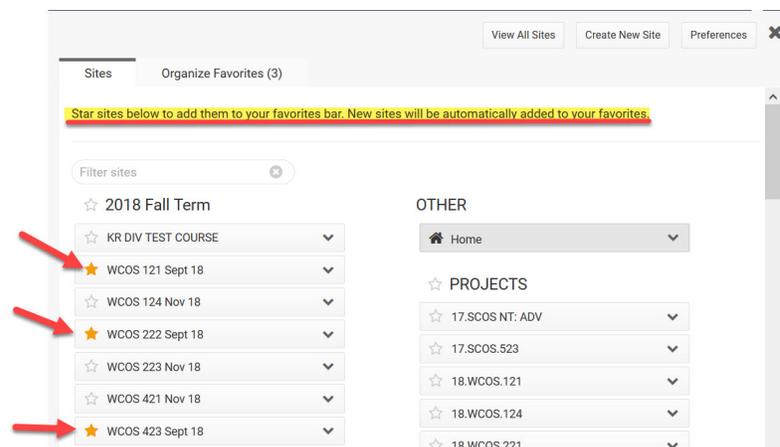


## 2. *Where do I start in Sakai?*

**Home** is the first page displayed when you log in. You will likely not use Home for anything, so your first step is to identify the course site(s) for which you are registered. In the case that your course title does not appear at the top beneath the blue bar next to "Home," click on the "Sites" button illustrated below and search the drop-down list.



3. On the drop-down list (see below), you can add your current courses to your home page by making sure their titles are starred. After clicking out of "sites" and hitting your browser refresh button, the starred courses will now automatically appear when you log in to Sakai. Un-star old courses if you no longer need to view them at start up.



#### 4. *What should I look at first?*

After clicking on the heading tab of the course you're looking for, you will see the list of navigation menu items (vertical list of items on the left side of the screen). This list will include: Pre-Work Assignment, Syllabus, Week 1 (with dates), etc., and Email/Roster. The Lessons pages  are most important. "Pre-Work Assignment" will be the first priority. This is also where you will normally find your Required Reading List/Booklist.



#### 5. *Where can I find the Readings, Lectures and Assignments?*

All posted readings (except books), lectures/videos, and assignments are linked through the lessons pages ("Pre-Work Assignment," "Week 1," etc.). You do not need to go searching for course materials but will find them linked and accessible through the page for the week when they are assigned.

#### 6. *How do I complete the Pre-Work Assignment?*

On the Pre-Work Assignment page you will find a brief course description, a link to YouTube COS Sakai troubleshooting videos, and an invitation to introduce yourself to the class and to the instructor in 100 words or less by clicking "Add Comment." Only after completing this task, will the Pre-Work Assignment become available for completion. Follow the instructor's specific content instructions as well as the linked formatting instructions.

#### *Syllabus*

Each instructor has created and attached a syllabus to inform you of course readings, teaching materials, assignments, grading schemes, and so on. But your primary course interface will be the course site itself and the lessons pages.

#### *Calendar*

Sakai's calendar tool can serve as a central location to find assignment due dates, class meeting times, and deadlines. Some instructors will choose to use the Calendar tab and some may not. If it does not appear on the navigation menu, then that course's instructor will use other means for notifying you of due dates.

#### *Forums*

Though it is not a separate tab, the "Forum" function on Sakai will be used by instructors most weeks for online discussions. Like readings and assignments, forum discussions will be accessible through a link on your Lessons pages.

#### 7. *What is the Email/Roster Page?*

The Email/Roster page simply lists the instructor's email and other contact information (if desired) as well as the email addresses of classmates in case you need to be in touch with either during your course together. Please make sure your address is correct and notify the COS office if not.

Check out the [Duke Course of Study YouTube Channel](#) for brief Sakai training videos.