Welcome to Sakai

Sakai is Loyola University's online learning management system. It is a collaborative platform for Loyola faculty, staff, and students to interact and support teaching and learning activities. Sakai offers tools for university courses, research projects, organizations, and groups. Instructors at Loyola use Sakai as an extension of their classes – a place to access the class syllabi, handouts, assignments, notes, take online quizzes or tests, and view your grades. Sakai also provides opportunities for students to interact through class discussions, wiki posts, and more. Let’s get started!

Recommended Web Browsers

Use the latest versions of Firefox (Mozilla), Safari (Apple), Chrome (Google), and IE 9 (Microsoft Internet Explorer aka IE) and IE 8. Sakai does not work with IE 7 and earlier, or with Firefox 10 and earlier. For more information, visit https://confluence.sakaiproject.org/display/QA/Browser+Support.

Login

Using one of the recommended web browsers above, enter the web address provided: sakai.luc.edu. You may also go to the Loyola home page, www.luc.edu, and choose Sakai from the Links dropdown menu.

Enter your Loyola user id and password then click login.
Layout of the Sakai Display

Tabs across the top of the display represent sites in Sakai. The **My Workspace** site is your private work area within Sakai. Only YOU have access to My Workspace. Any additional tabs displaying across the top of the page represent Sakai sites to which you have access. These sites will be either course sites in which you are enrolled as a student, or project sites in which you are a member. As you select different tabs, the left-hand menu will change to correspond to the tools available in that site.

If you have more courses or projects than you see listed in the tabs at the top of your display, click on the **More Sites** tab on the right to view all sites.
My Workspace

Upon login, you will be taken to your private My Workspace tab. Here you will find a Sakai Message of the Day with general information for all Loyola users. Other areas include the Calendar, Recent Announcements, Message Center, and menu. Click on the tabs at the top of the page to navigate to your different courses.

Preferences

Use the Preferences tool under your My Workspace tab to reorder or hide course tabs. You may also update your course notifications and set your preferences for emails about site updates.
Course Sites

Each course has its own site or space in Sakai where you can access handouts, assignments, notes, take online quizzes or tests, and view your grades in that course. The following will give you a general overview of some of the features you may find in your different Sakai course sites.

Course Homepage Features

Every course homepage has areas that contain information specific to that course. You will see a general homepage area, and areas for announcements, a calendar, and messages. Please Note: The Announcements, Calendar, and Messages features on a course home page are all unique to that course site – they only include posts from that particular course. This is different than your My Workspace homepage which combines announcements, calendar posts, and messages from all courses in one page.
Menu

You may access different features using the menu on the left side of any course page. The tools available may vary depending on instructor or group preference, and you will see tools change as you click on different course sites. Click on the blue arrow to minimize or expand the menu view.

The Reset Button

At the top of each course site page, you will see a reset button to the right of the menu for that site. Clicking this button resets your current tool back to its original view. Your browser's back button is not compatible with Sakai tools. Clicking the back button on your web browser will take you back to the home page of the course. Use the reset button to take you back to the original tool page. Please Note: If you have entered but not saved information on a page, clicking Reset will discard your work. Be sure to save any new work before clicking reset to go to the main page of the tool.

Site Tools

Let's take a look at some of the most common course site tools. Your course site may not include all of these tools depending on instructor or site owner preference. You may also experience additional tools in your courses. Remember, for help at any time just click the blue question mark (  ) at the top right of the tool screen.

Home

Click the Home tool to return to the main page of the current course site.
Schedule

Use the Schedule tool under your course site to view a more detailed version of the course calendar and timeline should your instructor select to use this tool. **Please Note:** The schedule is not updated automatically, do not rely on this as your only way to check due dates and upcoming assignments. The course schedule tool must be updated by an instructor, and you may or may not be able to add or edit events on this calendar depending on instructor preference. Check with your instructor for all important due dates and project expectations. To see an integrated schedule including events from all the courses in which you participate, access the main schedule tool from your My Workspace tab. You can add your own events and notes to your personal schedule under the My Workspace tab.

View your calendar by day, week, month, year, or as a list of events.

Use the calendar legend to note important dates and deadlines.

Days with events noted are highlighted on the schedule for importance.
Resources

Click on the Resources tool to view course resources posted by instructors. Resources display as a list of files or folders. To view a resource, click the blue name of the resource, or the icon next to it. You may need to agree to a copyright statement and then you will see the resource open in a new window. To view the contents of a folder, click the folder icon next to the folder name, or the folder name itself. This opens the folder to make contents visible.

TIP: If you have opened several resources or expanded multiple files, use the Reset button to go back to the original Resources screen with condensed folder views.

Want to save your OWN resources? Use the Resources tool within the My Workspace tab to upload and save your own private resources or files for projects in progress.
Assignments

Click on the **Assignments** tool within a course site to view and submit assignments online. Assignment instructions will vary depending on instructor requirements and course expectations. Be sure to read each assignment description carefully to see what to submit, where to submit your completed work (in the Assignments tool, in the Drop Box tool, or offline), and when the assignment is due.

Click on the assignment title to see instructions for the assignment and an area for submission. Depending on the instructor or site owner, you may type your assignment directly into the text box provided, or you may be required to attach a file containing your completed work. (See next page for example)
Assignment Submission

Some instructors may require student acknowledgement of an honor pledge. You must check this box to complete the assignment. You may **Save Draft** and return to the assignment to complete at a later date. You may also **Preview** your work before submission.

Please Note: Your assignment will NOT be submitted to the instructor unless you click the **Submit** button. This button is often overlooked after adding attachments. You must click Submit in order for the instructor to receive your work.
Tests & Quizzes

Click on the Tests & Quizzes tool to view assessments available for you to take online. The due date and time is listed to the right of the assessment name. To begin an assessment, click on the blue title of the assessment.

- Click the assessment name to open the assessment
- Test information and time limit as specified by the instructor
- Your assessment time starts when you click Begin Assessment
Sample quiz question:

Table of Contents within a test or quiz:

Depending on instructor grading preferences, you may or may not be able to view your score after submitting an assessment under the Tests & Quizzes tool. However, you may always view all posted grades through the Gradebook tool (explained below).
Gradebook

Click on the Gradebook tool to view assessment grades from Tests & Quizzes, Assignments, or grades manually entered from instructors. Assignment grades should match any grades listed in the Assignments tool. Some instructors release grades using BOTH the Assignments tool and the Gradebook tool.

You may check individual assignment grades and your cumulative course grade, or score, of all assignments graded to date. Course grades may not be released until the end of the semester when all work is complete and graded by the instructor. Some instructors may post comments as a reply to your completed assessments in the Gradebook. You may also receive individual feedback from site owners or instructors through the Drop Box tool (explained below).

Drop Box

Click on the Drop Box tool for private file sharing between you and your instructor.

You will see a folder titled with your name

Click on the arrow next to add to upload and share files
Forums

Click on the Forums tool to display forums and discussion board topics for your course sites. Instructors may require posts to a forum as part of a class assignment. Click **Start a New Conversation** to compose an original message in a forum. To reply to messages or posts, click on the conversation link title and then **Reply to Initial Message**. Students may not create new topics under a forum unless the instructor allows.

Topics with new messages will be bolded and in a different color

Click on a discussion topic to view and reply to forum posts

You should see your uploaded files that are now available for your instructor to view in the Drop Box

Browse your computer to add your Drop Box files, and then click Upload Files Now
Please Note: You can NOT edit or delete a forum post after it has been posted. Use caution in posting messages and confirm message content before sharing. Once posted, forum messages are visible by all course or site participants.

**Messages**

Click on **Messages** to send or read messages received from other course or site participants.

- **Click here to post a new message to a forum**
- **Click on an existing message to read and then Reply to Initial Message to respond**
- **Click here to compose a new message to your instructor or another site member**
- **Create folders to organize messages**
Lessons

Click on the Lessons tool to view content modules and sequences posted by instructors. The amount and type of content you find in this tool will vary depending on instructor preference. You may find text, multimedia presentations, web links, or links to resources, assignments, forums, and quizzes all within the Lessons tool. Instructors may direct you to this tool for more course content and learning modules.

Sample Lessons tool home screen:

Welcome to our Course Lessons

Index of Pages view:

Sakai Help:

View our additional student help resources on the ITRS website at: http://www.luc.edu/itrs/

You can also email sakai@luc.edu or contact the Technology Support Center at 8-4ITS (on campus) or 773-508-4ITS (off campus) from 8:00 am – 5:00 pm, Monday through Friday.