To log into Sakai, go to http://sakai.allegheny.edu or "sakai" on campus and enter your Allegheny user id and password in the upper right hand corner of the page. Then click the "login" button.

When you log into Sakai, you'll see a screen similar to the one below:

**Tool Menu Bar** lists links for My Workspace functions.

**Site Navigation Bar** contains tabs to courses and projects.

**Message of the Day** contains important announcements from the Sakai Site Administrator.

A three-part, 15 minute introduction to Sakai.
Tool Menu Bar
In Sakai, each user has an individual worksite called *My Workspace*. The tool menu bar on the left contains buttons for many functions. It is important to understand that the *My Workspace* menu bar is different from a course site's menu bar, although they are located in the same area and look similar.

Site Navigation Bar
The sites that you belong to will be listed in the Site Navigation Bar. If you belong to a large number of sites, **More** will appear at the end of the Navigation Bar and additional sites will show in a drop down menu.

Tip for instructors:
The default setting for Sakai courses is **Unpublished**. You must **Publish** your courses to enable students to access them.

Navigating Sakai Dos and Don'ts
Don't use your browser's back button to go to the previous page in Sakai. Do use the *bread-crumbs trail* or *tool reset button*.

Project sites
As a Sakai user, you can request project sites for your small group projects. Consider sharing documents using the Resources tool, conducting virtual meetings using the Chat Room or creating collaborative content using the Wiki tool. For more information about project sites, contact Helen McCullough (hmccull@allegheny.edu) or Michael Hurley (mhhurley@allegheny.edu)
The default Tool Menu Bar set for courses includes: Home; Announcements; Resources; Site Info; and Site Stats. Each course can be customized with a unique set of tools.

Frequently used tools include:
- **Syllabus**: Provide an outline of the semester's work.
- **Assignments**: Use for electronic submission and return of assignments.
- **Test Center**: Use for online assessments and surveys.
- **Gradebook**: Compute and store grades.
- **Schedule**: Important dates such as deadlines and course meeting times could be posted here.
- **Roster**: Can be set to allow students to see names and email addresses of other students enrolled in the course.
- **Forum**: Post specific topics, ask questions or follow up on course topics
- **Chat Room**: Participate in real-time written conversations

Need help using a Sakai tool?
Use the Help tool to search the documentation library

More Help

**Trouble Logging In?** Contact User Services at 332.2755 or email computing@allegheny.edu

**Trouble Using Sakai?** Contact Helen McCullough at 332.3364 (hmccull@allegheny.edu) or Michael Hurley at 332.2890 (mhurley@allegheny.edu)