FOR STUDENTS: 
SAKAI QUICK START GUIDE

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:

- **Site Navigation Bar** contains tabs to courses and projects
- **Tool Menu Bar** lists links for My Workspace functions
- **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 students:
If your course instructor has decided to add the course to Sakai, you will be able to access it from the *Site Navigation Bar* in *My Workspace*.

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-crumb 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 (mhrley@allegheny.edu)
Look at the Tool Menu Bar for each course site to see which tools are being used by your instructors. Each course will probably have a unique set of tools.

Frequently used tools include:
- **Syllabus**: View an outline of the semester’s work.
- **Resources**: Instructors can upload readings, presentations, spreadsheets and other files relevant to the course.
- **Announcements**: Look here for important information about the course.
- **Drop Box**: Use the Drop Box to submit documents and receive feedback about papers and other assignments.
- **Schedule**: Important dates such as deadlines and course meeting times could be posted here.
- **Roster**: You can see who else is enrolled in the course along with their email addresses if you need to contact a particular person.
- **Forum**: Post replies to specific topics, ask questions or follow up on course topics

**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 (mhruley@allegheny.edu)