

# Sage Library's Guide to Using Sakai

Sakai is the learning management system employed by the faculty of NBTS. Sakai is an online platform used as a supplement to learning in both on-campus and online courses.

To access course worksites on Sakai, login using the instructions below.

The website is <https://sakai.lampschools.org>



## Logging in for the first time:

1. Enter **student email address** in user id box & the **default password sent via email** in the password box.

For example: [jdoe@students.nbts.edu](mailto:jdoe@students.nbts.edu)

2. Upon logging in, click on the tab marked "Account" located in the left side bar.

3. Click the box labeled "Modify Details" to update the password.

Modify Details

4. On the next screen, type a secure password into both "New Password" boxes.

Create New Password

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Verify New Password

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5. Be sure to click "Update Details" when finished.

Update Details

6. Going forward, login to Sakai using student email address and the new password. If you've forgotten your password, please contact Jeanette Carrillo to have it reset.

## Navigating Sakai:

1. Located at the top of the page is a blue bar, the tabs are links to course worksites. Only courses which students are actively enrolled in will display.



2. To view a list of all enrolled course worksites, click on the icon "More Sites."

3. Clicking on any of the worksite icons opens up the home page for that site. In the left side bar are the tools selected by the instructor (see next page).

#### 4. Descriptions of commonly used tools in Sakai:

Home 	Splash page to view recent announcements, discussions, and chats
Announcements 	Postings of current, time-critical information by instructor
Assignments 	Posted assignments by instructor with space for student submissions
Chat Room 	Space for real-time, written conversations
Drop Box 	Private file-sharing between instructors and students
Forums 	Threaded discussion boards
Gradebook 	Computation and display of grades, shared only with student
Lessons 	Organized content pages with links to assignments and forums
Resources 	Documents and URLs that instructor and students add to the worksite
Schedule 	Tracks important dates and deadlines on worksite calendar
Syllabus 	Digital copy of instructor's course syllabus
Tests & Quizzes 	Online assessments created, administered, and corrected by the instructor; results sent automatically to the Gradebook

#### Frequently Asked Questions

❖ How do I go back to the previous screen?

Use the back arrow on in the online browser or look for buttons at the bottom of the webpage marked "Return to List." \*Unsaved information will be lost when leaving the current page\*

❖ How can I submit an assignment into Sakai?

Select the "Assignments" link in the left side bar. Click assignment name in the "Assignment title" list. \*Read the specific submission guidelines given by instructor.\* Click "Browse" to select a file from the computer files or flashdrive. Choose the file & click "Open." Check the file name in the "Attachments" box to make sure it is the file you want. Click "Submit" to finish.

❖ How do I submit a forum post?

Begin by typing a forum response in a word processor, for example MS Word, then save the document. To post your response, highlight the text in Word & hit Control + C to copy. In Sakai, click "Start a new conversation" under the topic of the forum. Click inside of the text space & hit Control + V to paste. Click "Submit" to finish.

For reserve and reference assistance, contact Bethany O'Shea

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For questions related to using Sakai, contact Jeanette Carrillo at

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