



PROVIDENCE
COLLEGE

Sakai for Advisors

<http://Sakai.Providence.edu>
SakaiHelp@Providence.edu
www.Providence.edu/ITDP

Logging In:

In your web browser, go to sakai.providence.edu. In the upper right corner you will see where you can enter your username and password.

Username = regular network username

Password = network password

[the one that you use to log into your PC email and to log into classroom and office computers. Please note that if you change your network password, your Sakai password also changes]

User Id: Password:

Finding Your Advising Site:

After logging in, find your site by clicking the “Sites” waffle icon in the upper right corner. This will open a “drawer” and you will find your site listed under “Projects”. If you would like to add the site to the Sakai main menu (see at the top of the screen), just click the star icon to the left of the site’s title.

Administration Workspace Sakai 11 Sandbox Survey Site Demo Sakai 11 LMS Advisory - Sakai 11 **Sites**

View All Sites Create New Site Preferences

Sites Organize Favorites (6)

Search sites in this drawer

OTHER

- Home
- Administration Workspace

PROJECTS

- Contact Us Testing
- Demo Sakai 11
- ITDP Project Site

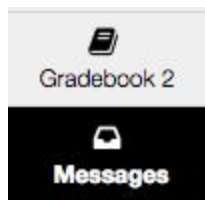
Make Your Site Available to Advisees:

Students will not be able to see or access the site until you publish it. To publish a site, simply click the button at the top of the screen that says (Publish Now).

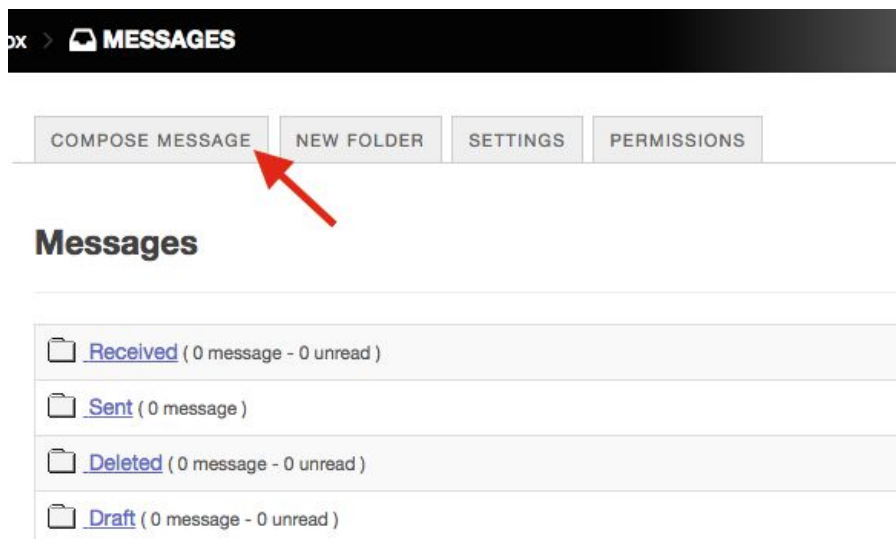


Send an Email Using Messages:

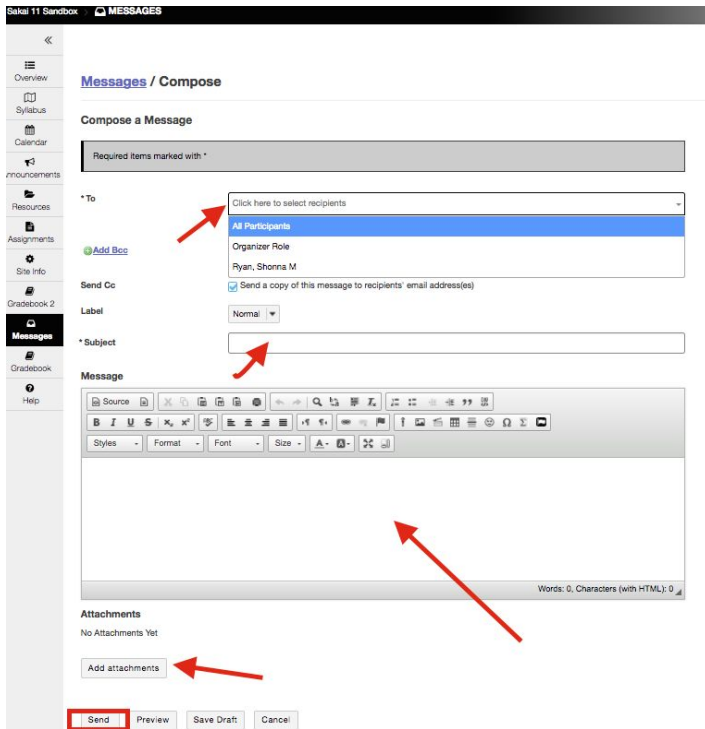
1. In the advising site, select "Messages" from the left hand menu.



2. At the top of the screen, click the tab labelled "Compose Message".

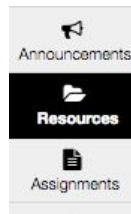


3. You can send a message to all advisees at once (All Participants) or just one. You need to give the message a subject, and then you have all the regular editing tools to compose the message. You can also add attachments. When you are done, scroll down and click “Send”.

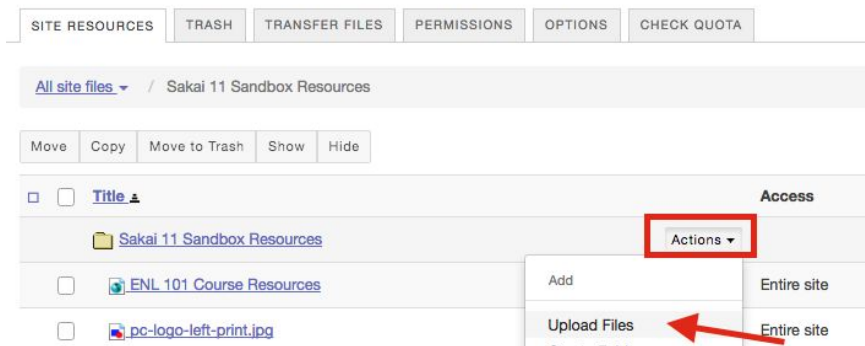


Post a Document:

1. From the left hand menu of the Sakai site, select “Resources”.



2. Click the button labeled “Actions” and from the dropdown menu, select “Upload Files”.



3. Click anywhere in the grey box to pull up a file browser to search for the file(s) you wish to upload. You can also drag and drop them within the grey box. Once you have uploaded the files, click “Continue”.

Upload Files

Location: / Sakai 11 Sandbox

Drop files to upload, or click here to browse.

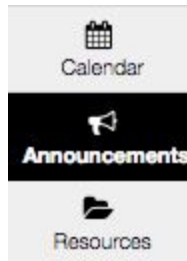
Drag and drop files from your desktop into the box above.
Files can be uploaded individually or in ZIP archives. Expand ZIPs after uploading via the file's Action menu. Click Continue when ready to complete the upload. Note the Copyright: It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this website. Text, graphics and other media site members.

Availability Uploaded items should be
 Visible Hidden

Email Notification
None - No notification

Create an Announcement:

1. In the left hand menu of the Sakai site, select “Announcements”.



2. From the tabs at the top of the Announcements page, select “Add”.

ADD MERGE REORDER OPTIONS PERMISSIONS

Announcements

(viewing announcements from the last 365 days)

View All

There are currently no announcements at this location.

3. Give the Announcement a title and type the message in the section labeled "Body". Note that you have options for specifying when this announcement is released, if you so wish. You can also attach a document if needed. If you would like students to get a copy of the announcement as an email, you must select "High- All Participants" from the drop down menu labeled "Email Notification". The announcement will also get posted to the site's home page. Click "Post Announcement" when done.

Post Announcement

Complete the form, then choose the appropriate button at the bottom.
Required items marked with a *

* Announcement title

* Body

Access

Only members of this site can see this announcement
 This announcement is publicly viewable

Availability

Show - (Post and display this announcement immediately)
 Hide - (Draft mode - Do not display this announcement at this time)
 Specify Dates - (Choose when this announcement will be displayed)

Attachments

No Attachments Yet

Email Notification

Make a Calendar Entry:

1. In the Sakai site, select "Calendar" from the left hand menu.



2. From the tabs at the top of the Calendar page, select “Add Event”.

The screenshot shows the top navigation bar of a calendar application with several tabs: ADD EVENT, IMPORT EVENTS, MERGE INTERNAL CALENDARS, MERGE EXTERNAL CALENDARS, PUBLISH (PUBLIC), PUBLISH (PRIVATE), FIELDS, and PERMISSIONS. The 'ADD EVENT' tab is highlighted with a red arrow. Below the navigation bar, the page title is 'Calendar by Week'. A dropdown menu shows 'View: Calendar by Week'. The main content area displays the week of Sunday, May 7, 2017, to Saturday, May 13, 2017 EDT. Navigation buttons for '< Previous Week', 'Today', and 'Next Week >' are present. There are also buttons for 'PRINTABLE VERSION' and 'SET AS DEFAULT VIEW'. A link for 'Earlier' is visible. The calendar grid shows days from Sun 7 to Fri 12, with time slots from 8 AM to 9 AM.

3. Give the event a title, and set the date and start time of the event. You can include a message with additional details about the event if you wish. You can also use “Frequency” to create re-occurring events on the calendar. There is also an option to attach a file to the event if needed. When you are done, click “Save Event”.

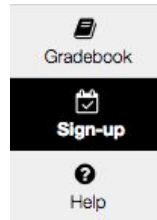
The screenshot shows the 'Add Event' form. At the top, there is a grey box with instructions: 'To add an event to the Calendar, complete the form and choose 'Save Event' at the bottom. Required items marked with *'. The form fields are: 'Event Title' (containing 'Paper 1 Due'), 'Date' (05/11/2017), 'Start Time' (00 AM EDT), 'Duration' (1 Hours 00 Minutes), and 'End Time' (00 AM EDT). Below these is a 'Message' field with a rich text editor toolbar. A red arrow points to the message field. The 'Frequency' section has 'Activity occurs once' selected. The 'Event Type' dropdown is set to 'Activity'. The 'Event Location' field is empty. At the bottom, there is an 'Attachments' section with a grey box stating 'No attachments Yet' and an 'Add Attachments' button. The 'Save Event' button is highlighted with a red box, and the 'Cancel' button is next to it.

Using the Sign Up Tool:

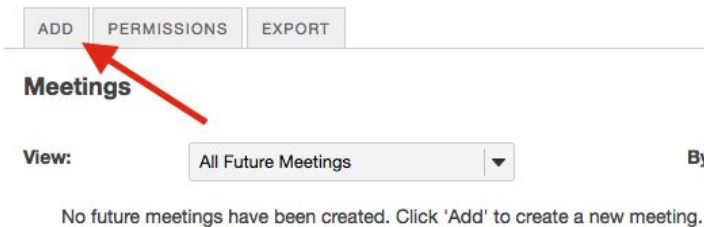
Sakai has an optional “Sign Up” tool that some advisors find useful for scheduling meetings with their advisees. **To add the tool to your Sakai site go to: Site Info> Manage Tools > Check off “Sign-Up” tool> Click “Continue” and “Finish”.** The tool will now appear in the left hand menu of the Sakai site.

To use the tool, follow these instructions:

1. Click on the “Sign Up” tool in the left hand navigation. (NOTE: If this tool is not appearing, follow the instructions seen above in red/bold).



2. From the tabs at the top of the Sign Up tool page, select “Add”.



3. Give the meeting a title and location. You can also add a description if needed. Scroll down to define the “Start Time” and “End Time” for the meeting slots. Then you need to make sure you define the “Meeting Type” by indicating how many time slots will be available, and the duration of each so that advisees can sign up for them. When you are done, click “Next”.

Create New Meeting: Basic Information

To create a meeting, enter the required information and click Next.
* indicates required information.

Title: _____

Organizer: Shonma M Ryan (ryan13) *

Location: _____

Category: _____

Description: _____

Words: 0, Characters (with HTML): 0

Add Attachments

Start Time: 11 May 2017 03:00 PM *

End Time: 11 May 2017 04:00 PM *

Meeting Frequency: Once Only *

Sign-up begins: 5 Days before meeting begins 3:00 PM, Friday, May 5, 2017

Sign-up ends: 1 Hours before meeting finishes 3:00 PM, Thursday, May 11, 2017

Attendance: Attendance will be taken (you can track attendance to this meeting if selected)

Available To: Sakai 11 Sandbox (Current Site) Other Sites

Meeting Type: Open meeting (no sign-up required) Single slot Multiple slots

Number of slots available for sign-up: 4

Number of participants per time slot: 1

Estimate duration per time slot (min): 15

Advanced user-defined timeslots

Next Cancel

4. On the next screen, scroll down and click "Publish". Students will now be able to sign up for meeting time slots, and you will be able to view the signup process.

