



Sakai for PC Connects

<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

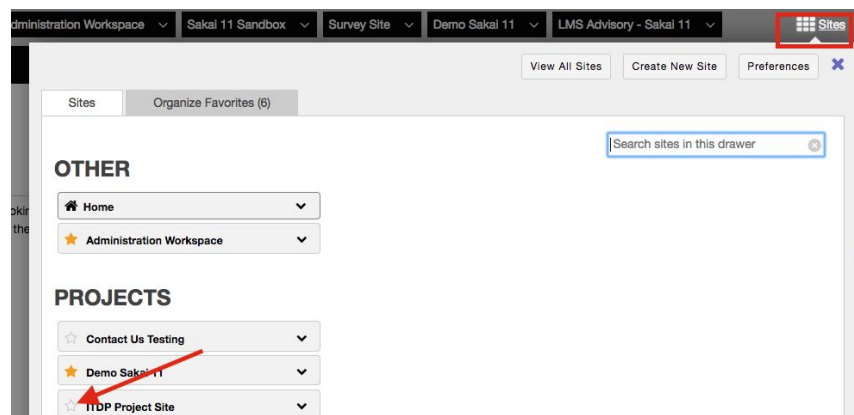
Password = network password

[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, you Sakai password also changes]

User Id: Password:

Finding Your Connects 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.



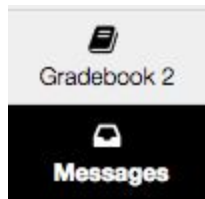
Make Your Site Visible:

Faculty and 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).

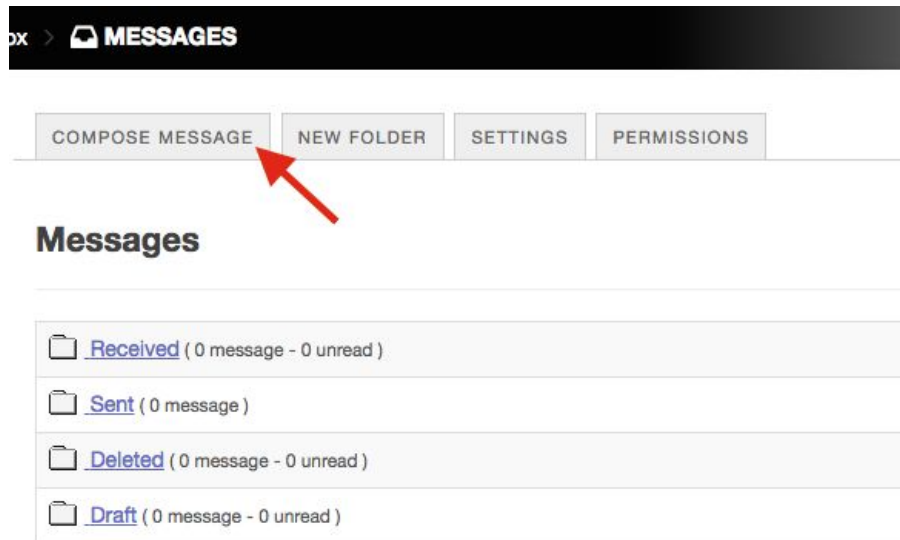


Send an Email Using Messages:

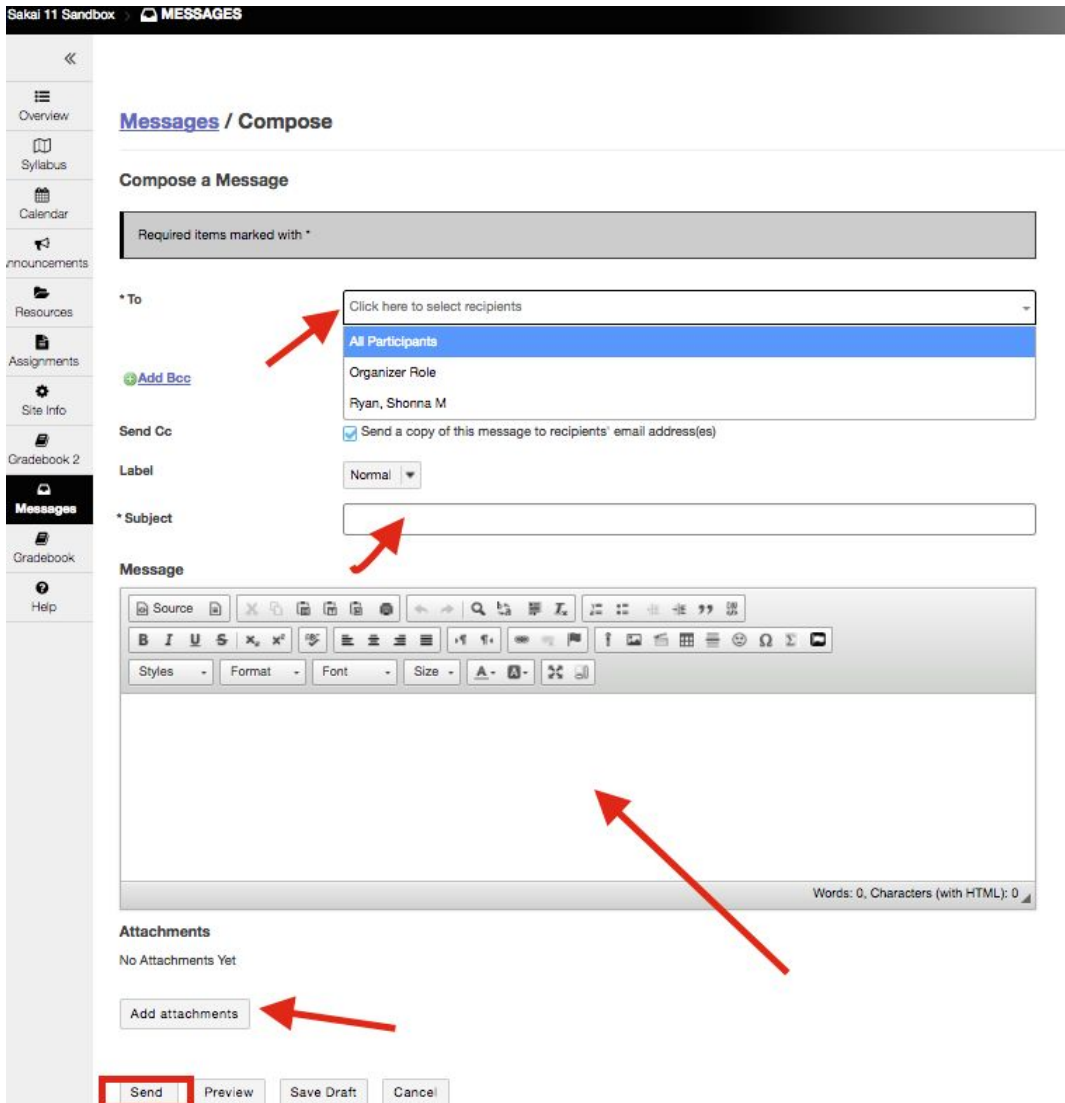
1. In the Connects site, select "Messages" from the left hand menu.



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

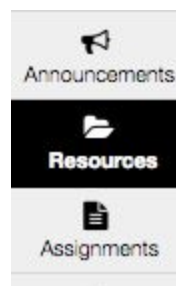


3. You can send a message to all advisees at once (All Participants) or just one. You need to give the message a subject, and then you have all the regular editing tools to compose the message. You can also add attachments. When you are done, scroll down and click “Send”.

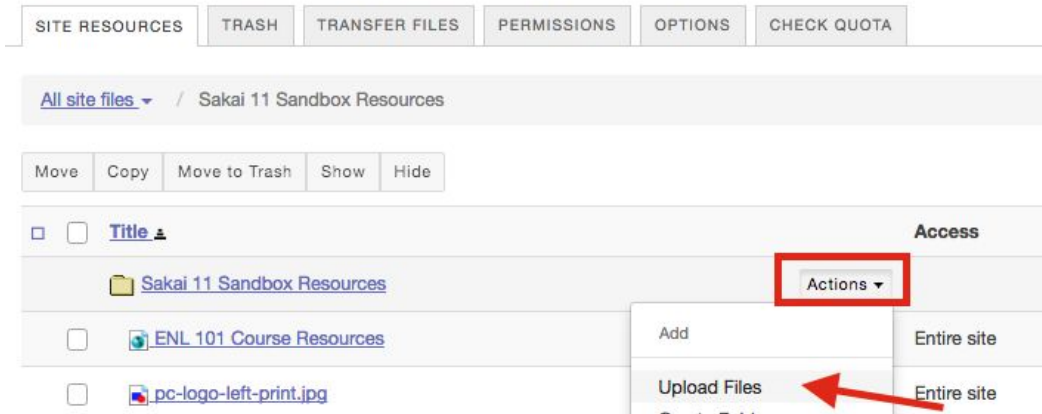


Post a Document:

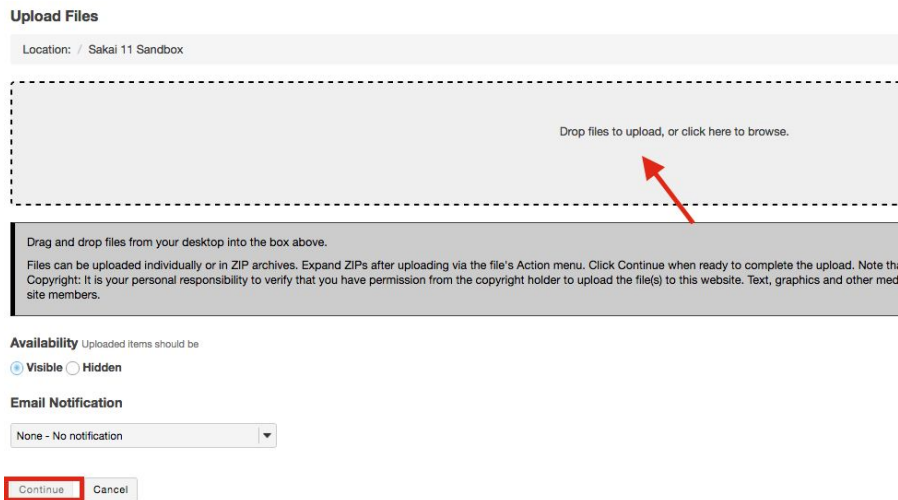
1. From the left hand menu of the Sakai site, select “Resources”.



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

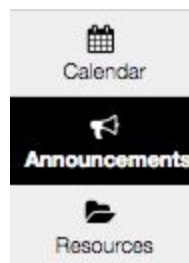


3. Click anywhere in the grey box to pull up a file browser to search for the file(s) you wish to upload. You can also drag and drop them within the grey box. Once you have uploaded the files, click “Continue”.

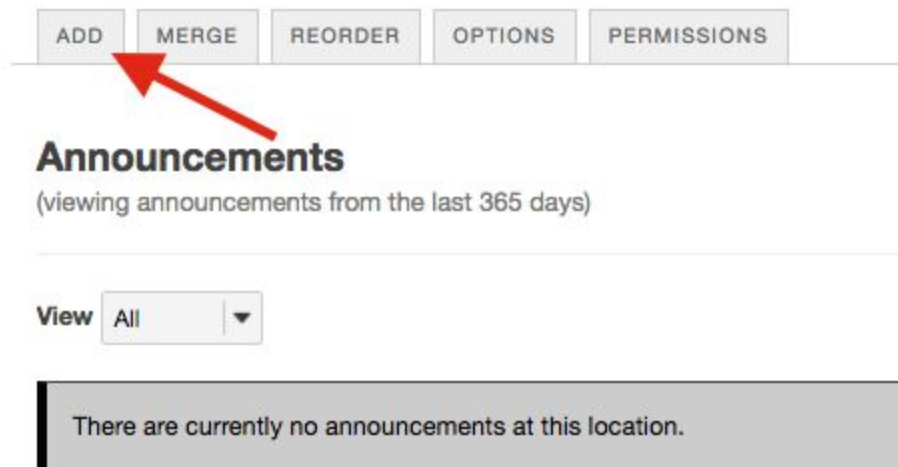


Create an Announcement:

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".



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 participants 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

Add Attachments

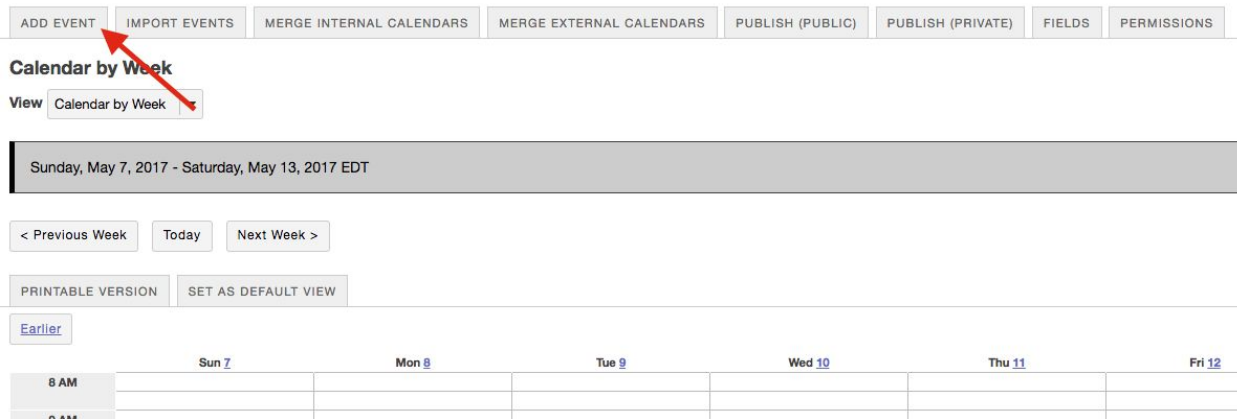
Email Notification

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".

A screenshot of the Sakai Calendar page. At the top, there is a horizontal row of tabs: 'ADD EVENT', 'IMPORT EVENTS', 'MERGE INTERNAL CALENDARS', 'MERGE EXTERNAL CALENDARS', 'PUBLISH (PUBLIC)', 'PUBLISH (PRIVATE)', 'FIELDS', and 'PERMISSIONS'. A red arrow points to the 'ADD EVENT' tab. Below the tabs is the heading 'Calendar by Week' and a 'View' dropdown menu set to 'Calendar by Week'. A grey bar indicates the current week: 'Sunday, May 7, 2017 - Saturday, May 13, 2017 EDT'. Below this are navigation buttons: '< Previous Week', 'Today', and 'Next Week >'. There are also buttons for 'PRINTABLE VERSION' and 'SET AS DEFAULT VIEW'. A link labeled 'Earlier' is visible. The main area shows a grid for the week, with columns for 'Sun 7', 'Mon 8', 'Tue 9', 'Wed 10', 'Thu 11', and 'Fri 12'. The first row is labeled '8 AM' and the second row is partially labeled '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”.

Add Event

To add an event to the Calendar, complete the form and choose 'Save Event' at the bottom.
Required items marked with *

Event

Title

Date

Start Time

Duration Hours Minutes

End Time

Message

Display to site

Frequency Activity occurs once

Event Type

Event Location

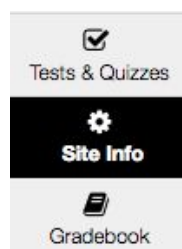
Attachments

No attachments Yet

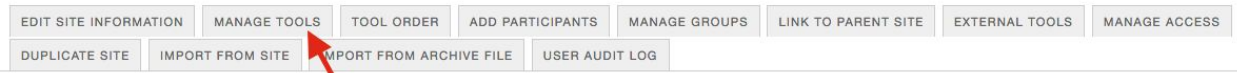
Adding Other Tools:

Not all available Sakai tools are automatically set up in a new course site. If there is a Sakai tool you would like to use that does not appear, you can follow these instructions to add it to the site.

1. Go to the Sakai site where you wish to add new tools, and from the left hand menu click where it says “Site Info”.

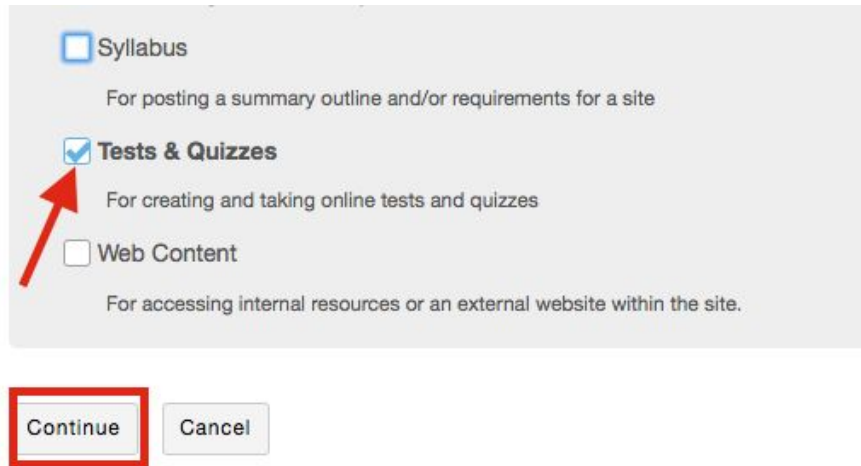


2. From the tabs at the top of the Site Info page, select “Manage Tools”.



Demo Sakai 11

3. From this screen you can now add or remove Sakai tools by checking the box to the left of the tool. When you are done, scroll to the bottom of the screen and click “Continue”.



4. On the next page it will confirm any changes to the Sakai site’s tools. Click “Finish” and after a moment you will see the new tools appear in the left hand menu.

Confirming site tools edits for Demo Sakai 11

You have selected the following for your site (added tools highlighted):

- Home (Overview)
- Edgar Allan Poe (Edgar Allan Poe)
- Announcements (Announcements)
- Resources (Resources)
- Tests & Quizzes (Tests & Quizzes)
- Site Info (Site Info)
- Gradebook (Gradebook)
- Gradebook 2 (Gradebook 2)
- Syllabus (Syllabus)
- David Fincher 1 (David Fincher 1)

