



Sakai Quick Start Guide

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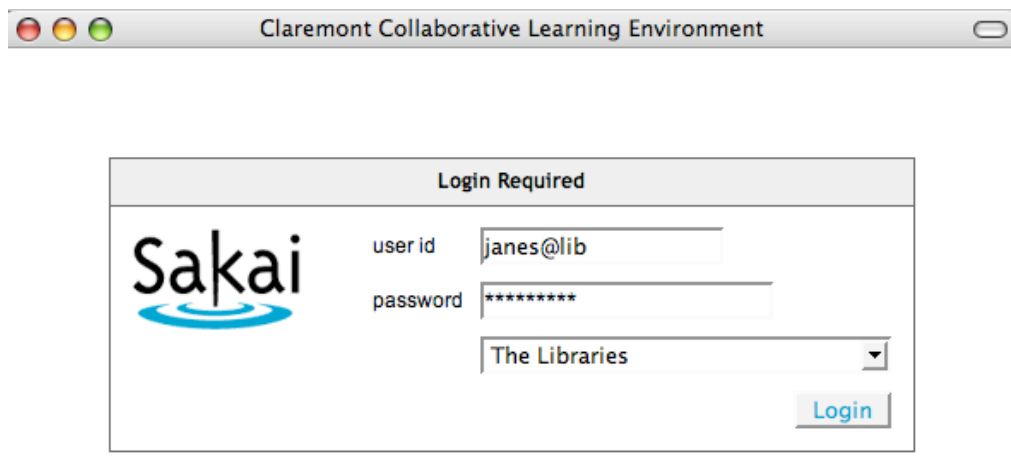
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Appedix: Procedure to To Build a Sakai Site with Materials from WebCT Using WebDAV

Getting Started

For everyone

To log into Sakai, go to <https://sakai.claremont.edu> and click the “Login” link in the top right-hand corner of the screen. You will need the username and password for your campus network. If you aren’t sure what that is, please contact your IT department for help in figuring it out. Append an @ sign and your institution’s three-letter code to your username OR choose the institution name from the drop box, then click Login. The three-letter codes are shown below:



College	Three-Letter Code
Claremont Graduate University	cgu
Claremont McKenna College	cmc
Claremont University Consortium	cuc
Harvey Mudd College	hmc
Joint Sciences Department	jsd
Keck Graduate Institute	kgi
The Libraries	lib
Pitzer College	ptz
Pomona College	pom
Scripps College	scr

When you log into Sakai, you will see a screen similar to this one:

The screenshot shows the Sakai user interface with several key components highlighted by red boxes and arrows:

- Message of the Day:** Located at the top center, it contains important announcements from the Sakai Site Administrator.
- Login/Logout Link:** Located in the top right corner, the [Logout](#) link is circled in red.
- Site Navigation Bar:** A horizontal bar below the logo containing tabs for [My Workspace](#), [SCP Test Site](#), [CCP SIT 2006](#), [CIS 300 1 Sp06](#), [Course Project](#), and [ePortfolio](#).
- Tool Menu Bar:** A vertical list of links on the left side, including [Home](#), [Profile](#), [Membership](#), [Schedule](#), [Resources](#), [Announcements](#), [Worksite Setup](#), [Preferences](#), [Account](#), [Wiki](#), and [Help](#). Below these links, it shows "Users present: Candice Cetrone".

Initially you are taken to “My Workspace”. Here you can provide other Sakai users information about yourself using the Profile tool, see a list of course sites of which you are a member using the Membership tool, and change the email address to which Sakai email messages are sent using the Account tool. Use the Schedule tool to view all your important meetings and deadlines.

Many of the sites that you belong to will be listed in the Site Navigation Bar. Tools available in a site are listed as links in the left-hand Tool Menu Bar. If you would like to create and experiment with your own new Project site click on Worksite Setup > New.

For Faculty

If you are new to Sakai, you might start by taking a look at these frequently used tools:

- **Resources:** A tool for easily distributing files to the participants in your site. You can upload image files and documents files, including PDF, Word, Excel, and Powerpoint, among others. You can also post URLs and create simple web pages. Resources can be organized into folders by topic or date to make student access easier.
- **Drop Box:** While the Resources tool is for faculty to distribute documents to all of the students in their course, the Drop Box tool is intended for private sharing of documents between an instructor and individual students. For example, a student can upload papers for comment or grading and a faculty member can then share comments with the student.
- **Schedule:** Post important dates to a course calendar. Keep separate calendars for each course. Each user also has his or her own workspace where he or she can keep a personal calendar. Use the Schedule tool in “My Workspace” to view important dates from all your course and project sites.
- **Syllabus:** Create a syllabus from scratch or upload an existing syllabus file.
- **Message Center:** Post topics for your students to discuss or allow students to create their own discussion topics. Instructors can choose to enable Private Messaging to allow sending messages to individuals.
- **Chat Room:** Conduct online discussions in real time.
- **Email Archive:** Create an email address for each of your courses. Add the Email Archive tool to any existing course site by going to Site Info > Edit Tools.

Other tools that are added to course sites* are:

- **Home:** for viewing the site description, recent announcements, discussion, and chat items.
- **Announcements:** for posting deadlines and other important information.
- **Assignments:** for posting and submission of graded or ungraded assignments
- **Gradebook:** for storing and reporting grades online.
- **Libraries web site:** links to the library catalog, article databases, electronic journals and more
- **Presentation:** create slide shows of jpg or gif images for classroom or student viewing
- **Roster:** for viewing information about site participants
- **Wiki:** let site participants easily create and edit web pages
- **Online help:** help topics for nearly all Sakai tools

* course sites were automatically created for all undergraduate colleges. Course creation for the graduate schools is pending. Any tool can be removed from a course site by clicking the Edit Tools link in the Site Info tool.

These additional tools can also be added to any course or project site:

- **News:** display the RSS feed(s) from your favorite news, journal or blog site. This tool can be added multiple times.
- **Web Content:** display the contents of a web site within the Sakai window or as a pop window. This tool can be added multiple times.
- **Discussion:** an alternative discussion board tool. The Discussion tool does not allow private messaging between users, but is simpler to use.
- **Tests & Quizzes:** develop and deliver tests online using multiple choice, matching, true/false, fill in the blank, short answer/essay or survey questions. Faculty can give an assessment a time limit, can allow students to retake online quizzes and create pools of questions for use in future tests.
- **Feedback:** a tool for posting comma-delimited (.csv) text files. If you prefer to keep your grades and comments in a spreadsheet, this allows you to post grades and other feedback to students, as an alternative (or in addition) to the Gradebook tool.
- **Site Stats:** view which tools have been used by whom.
- **Section info:** if your course has recitations or labs, use this tool to assign students to sections.

For now, these tools are available on a provisional basis:

- **Search this site:** searches content from announcements, assignments, discussion and the titles of resources.
- **Forms:** a tool used to construct web forms.

For Students

Each course that you are registered for will have a Sakai site created for it that you can access from the Site Navigation Bar. Look at the Tool Menu Bar for each course site to see which tools are being used by your instructors. You might look at these frequently used tools:

- **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 and receive feedback about papers and other assignments
- **Message Center:** a bulletin-board type system that can also be used for private messaging between site members
- **Schedule:** important dates like deadlines and course meeting times could be posted here
- **Chat Room:** exchange instant messages with other students and the instructor

As a Sakai user, you can create 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. See above for information about other tools available to project sites.

Procedure to To Build a Sakai Site with Materials from WebCT Using WebDAV

Note: This procedure is used only to transfer course materials such as syllabus, readings, lecture notes, tutorials, assignments from WebCT to Sakai. It doesn't work for tests and exams.

1. Download all the files and folders from WebCT to the local computer using WebDAV.
 - a. [Set up WebDAV for your WebCT course site](#).
Then you will have a WebCT course site folder in the My Network Places (e.g. CM_ECON101_01_FA06 on webct.claremont.edu)
 - b. Copy all the files from the WebCT course site folder in your My Network Places to a folder on your local computer (e.g. My Document\CM_ECON101_01_FA06\
2. Re-organize the files and folders on your local computer.
 - a. Depends on your design for the WebCT site, under CM_ECON101_01_FA06 folder, create new folders such as 01Syllubus, 02lecture notes, 03tutorials, 04assignments, 05readings, etc.
 - b. Move the files into these new folders accordingly.
3. Set up the WebDAV in your Sakai site
 - a. Go to the **Resources tool** of your Sakai site
 - b. Click on the **Upload-Download Multiple Resources** link
 - c. Set up the WebDAV for your Sakai site, following the instruction on screen.
Then you should see a blank Sakai course site folder in the My Network Places (e.g. CM_ECON101_01_FA06 on sakai.claremont.edu)
4. Copy the files and folders you would like to publish in Sakai and paste them in the Sakai site folder on your My Network Places.
5. Go to the Sakai site in the browser, you should see all the files and folders you want from WebCT are in the Resources here.

Setting up WebDAV on Windows 2000 or Windows XP

Note: When using WebDAV with Windows XP, you may have to enter your WebCT username and password multiple times.

1. From your myWebCT, click WebDAV info. The WebDAV Info screen appears.
2. From the WebDAV info screen, select the URL of the folder for the course you want local access to: Course files or Course backups.
3. Copy the URL including http://
4. From your Windows desktop, double-click My Network Places. The My Network Places folder opens. Note: See Microsoft Windows online help for information about using My Network Places.
5. From your My Network Places folder, double-click Add Network Place. The Welcome to the Add Network Place Wizard appears.
6. In the Type the location of the Network Place text box, paste the URL you copied.
7. Click Next. The Enter Network Password screen appears.
8. Enter your WebCT designer User name and Password. Important: If you are sharing a local computer you should clear Save this password in your password list.
9. Click OK. The Completing the Add Network Place Wizard screen appears. Note: If your password is not valid see your WebCT administrator.
10. In the Enter a name for this Network Place text box, enter a name.
11. To complete your WebDAV setup, click Finish. A Microsoft Web Folder appears containing your WebCT course files. You can view, manage, move, copy, save, and rename files and folders on your WebCT server just as you perform the same actions in the file manager.

Setting up WebDAV on Windows 98

1. From your myWebCT, click WebDAV info. The WebDAV Info page appears.
2. From your WebDAV info page, select the URL for the course and folder you want local access to: Course Files or Course Backups and copy the URL including http://
3. Double-click My Computer and then open Web Folders.
4. Double-click Add a Web Folder.
5. For location, paste your WebCT folder URL.
6. When prompted for a User Name and Password, enter your WebCT Designer *User Name* and *Password*. Important: If you are sharing a computer you should clear Save this password in your password list.
7. In the Network Place text box, enter a name.
8. To complete your WebDAV setup, click Finish. A Microsoft Web Folder appears containing your WebCT course files. You can view, manage, move, copy, save, and rename files and folders on your WebCT server just as you perform the same actions in file manager. Note: See Microsoft Windows online help for more information on using Microsoft Web Folders.

Setting Up WebDAV on Mac OS X Using Finder

Note: To use OS X native WebDAV, you may need to upgrade to OS X 10.2 .

1. From your myWebCT, click WebDAV info. The WebDAV Info page appears.
2. From your WebDAV info page, select the URL for the course and folder you want local access to: Course Files or Course Backups.
3. Copy the URL including http://
4. From the Finder click Apple+K on the keyboard or use the menu item Go > Connect to Server.
5. The Connect to Server window appears. In the Address: text box, paste the URL that you copied. Click Connect
6. When prompted, enter your WebCT Designer User Name and Password. Your directory is mounted. You can view, manage, move, copy, save, and rename the files and folders on your WebCT server just as you perform the same actions in the file manager. Depending on your Finder preferences, an icon may display on your desktop or the files may be accessible through the *Finder*.