Dear Faculty Member,

Welcome back to campus for the Fall term. New Sakai software will be installed on August 19, 2014. Following are general reminders and more information on changes.

LOGGING IN AND PASSWORDS
Sakai’s web address is https://sakai.bradley.edu. There is a link to Sakai on the Bradley web site’s A-Z list, as well as on MyBU. Please log in using your BUnetID and password. Everyone with a BUnetID can access a tab called "My Workspace." My Workspace allows each person to store private files (in Resources) and set preferences for how s/he would like to receive notifications from sites.

STUDENT ROSTERS
Sakai course sites are created automatically after a student registers for a class with the Registrar. The primary Instructor is given "Instructor" access to the course site. Student rosters are updated daily with newly added or dropped students. Students dropped for non-payment who later make a payment will be added back into Sakai within one day.

ARRANGING COURSE TABS
Any site in which you are a participant will appear either as its own tab, or under the "My Active Sites" tab. To rearrange course tabs, go to My Workspace, click Preferences, then rearrange your courses within the list boxes shown. For more information, click Go>.

PUBLISH A COURSE SITE
Course sites are not visible to any students until Instructors Publish them. To do this, click on a course tab in Sakai, and then click the "Publish Now" button at top left of your screen.

COPY CONTENT FROM A PREVIOUS SAKAI SITE
Prior term course materials can be copied to your current site. Follow these steps:

I. Compare previous and current sites. Ensure all site tools match. To add current site tools:

Click Site Info  >> Edit Tools >> check all boxes next to needed tools >> complete this process.

II. Then, in your current course site:

Click Site Info >> Choose "Import from Site" >> Click on “I would like to merge my data” >> Choose the prior course >> Check boxes next to tools with content that you want to import >> Click on Finish.

For more information, click here: Go>.

SAKAI GRADEBOOK
Gradebook calculates student grades only for scores that have been entered. If students do not
submit work, and you do not enter scores for them, Sakai ignores those items and students and calculates their grades based on fewer tasks. However, if you direct the system to figure grades by using the "Calculate Course Grades" function, Sakai will insert zeros for all blank grade entries. For more information, click Go>.

WORKSHOPS AND HELP

Fall Workshops will be held at the Library in the Packard Room:

- Sakai Essentials [system introduction] on August 20, from 10 to 11:30 a.m
- Sakai 10 New Features on August 20 from 2 to 3 p.m
- Sakai 10 New Features on August 26, from 10 to 11 a.m.

(The latter two workshops assume some system familiarity.)

Register for Fall workshops here:
http://bradley.az1.qualtrics.com/SE/?SID=SV_7WeFNgkDdxnhkqh

Drop-in Help - Visit us at the Kaufman Building for one-on-one assistance!

One-on-one sessions are also available by calling ITAC at 677-2344.

Evening Meetings - Call 677-3045 or email tony@bradley.edu to arrange a meeting after 5 p.m.

You may also request your department chair to arrange a group session. Departmental workshops on Sakai typically span 1 - 2 hours.

Self-help is available online at http://sakaihelp.bradley.edu. Here, you will find a course checklist, Quick-Start Guide for Faculty, video tutorials, and step-by-step instructions on configuring course sites. For students, there are FAQs and a Quick-Start Guide there.

Instructional Technology Assistance Center
Kaufman Building
309-677-3045