TIPS AND TOOLS FOR NAVIGATING SAKAI

FAVORITE AND UNFAVORITE YOUR CLASSES

To better organize your Sakai page, we recommend you favorite the classes you are currently taking, and unfavorite the classes you are no longer taking.
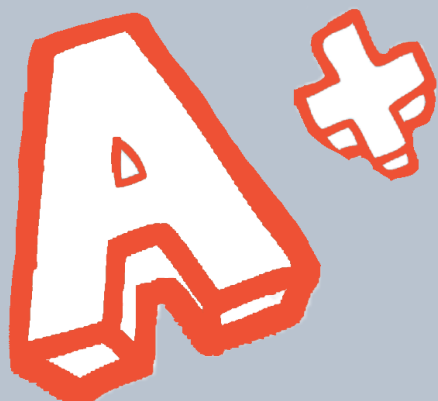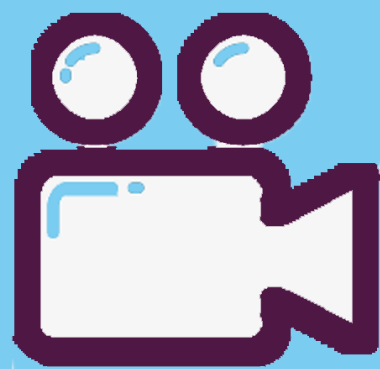
SUBMITTING ASSIGNMENTS

Make sure you're aware of any upcoming due dates on your assignment tab. You can easily arrange your assignments by their due dates so that you don't miss submitting anything.

UPLOADING TO THE MEDIA GALLERY

If you want to upload a video to the Media Gallery, you have to upload it to the website "media.ithaca.edu." After your video is finished processing, it should display on your Sakai page.

VIEWING GRADES

Some professors like to use the Gradebook feature on Sakai. This is where your assignments and grades can be viewed.

NAVIGATE THE LESSONS TOOL

The Lessons tool allows an instructor to organize resources, activities, and media on a single page. Lessons can be organized by the course, unit, module, week, topic, or any other grouping that makes sense.
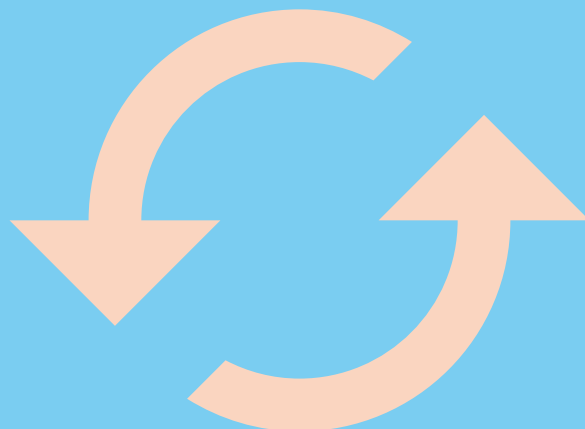
ADDING IMAGES

Sometimes you may want to add an image to a forum post or blog update. Uploading images to Sakai can be a little tricky. You have to first add that image into Sakai by itself, then pull that image out of your internal Sakai library.

SYNCING SAKAI ANNOUNCEMENTS TO YOUR EMAIL

To keep on top of any announcements your professors might have, sync your Sakai announcements to your Ithaca email.

DO NOT WRITE ASSIGNMENTS STRICTLY IN SAKAI

It is recommended to use MS Word, Pages, or other document programs to write your assignment. After you're finished writing, copy/paste into the Sakai Text Editor or upload and attach the document.

UPLOAD A PROFILE PICTURE

1. Click your student name in the upper right hand corner.
2. Click 'Profile'.
3. Hover over the empty graduate picture next to your name.
4. Click 'Change Picture'.

UPLOADING A DOCUMENT TO DROPBOX

1. Click the Dropbox tool.
2. Click the folder you want to upload your file to.
3. Click 'Actions'.
4. Click 'Upload Files'
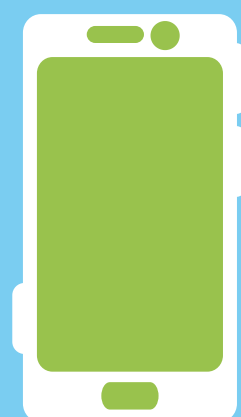5. Drag and drop the file you want to upload in to the space.

CREATING A NEW SITE

1. Click the 'Sites' button next to your name in the top right- hand corner.
2. Click 'Create New Site',then click 'Project site'.
3. Name your Site and give it a description.
4. Select all of the tools you want to include on your site, and click continue.

USING SAKAI ON MOBILE DEVICES

It is recommended that you use Sakai on a computer or laptop (Windows, MacOS), especially for placement exams and registration modules. If you still want to access Sakai on your mobile device, use the Safari or Chrome application.
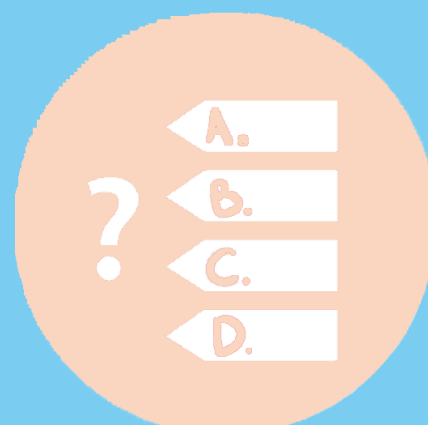
WHERE TO FIND ZOOM LINK IN SAKAI

All sites who use Zoom as an online learning tool will have it available on the tool bar on the left-hand side of the screen. Simply click the 'Zoom' Tool to access it.

HOW TO TAKE A QUIZ IN SAKAI

1. Go to the 'Test & Quizzes'tool on the tool bar.
2. Click on the assessment you need to take, and click 'Start Assessment'.
3. Note: Some assessments are timed and will notify the instructor if you have another tab open if you're taking the test online.

STILL HAVING A TOUGH TIME WITH SAKAI?

Stop by the Tech Bar in Job 104 or schedule a Zoom meeting and one of our Learning Technology Specialists will assist you!