



## Antioch Sakai Student Quick Start Guide

**Antioch University Help Desk:** <https://helpdesk.antioch.edu>

**Antioch Sakai:** <https://sakai.antioch.edu>

### What is Sakai?

Sakai is the name of Antioch University's online learning management system (LMS), and is also referred to as a Collaborative Learning Environment (CLE). Sakai is used to facilitate online course delivery. It allows instructors to create online learning spaces for their classes to complete a wide variety of activities. Sakai is available seven days a week, 24 hours a day through an online website – <https://sakai.antioch.edu>. You can also access Sakai via Antioch's portal site, AUDirect, at <https://audirect.antioch.edu>.

The Sakai CLE platform is used by hundreds of institutions around the world. The name 'Sakai' is a play on the acronym 'CHEF', a learning management system on which Sakai is in part based. Since the developers of Sakai expected their new software to be "better than CHEF", they named it after Hiroyuki Sakai, an elite chef best known for his participation in the television show, Iron Chef.

### Supported Web Browsers

**PC users:** Latest stable versions (and at least one previous release) of Chrome, Firefox, Internet Explorer.

**Mac users:** Latest stable versions (and at least one previous release) of Chrome, Firefox, and Safari.

### How to Log in



Open a web browser. Navigate to <https://audirect.antioch.edu>. Input your User ID and password into the corresponding text boxes located in the middle of the screen. Click on the 'Login' button or hit the enter key on your keyboard. From AUDirect, launch Sakai using the icon located in the applications menu.

Alternatively, navigate to <https://sakai.antioch.edu>. Input your User ID and password into the corresponding text boxes located in the upper right corner of the screen. Click on the 'Login' button or hit the enter key on your keyboard.

### Trouble Logging In

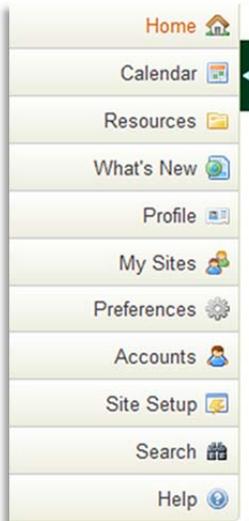
If you have never logged into Sakai or AUDirect, the 'Setting Up AUDirect Access' tip sheet located at <https://audirect.antioch.edu/gettingstarted> will step you through the process of setting up your account. Otherwise, contact the Antioch IT Help Desk at 1-866-662-0056 (International callers, please dial: 1-937-769-1226) or submit a help desk ticket electronically at <https://helpdesk.antioch.edu>.

### Welcome Tutorial

The first time a user logs into Sakai, they are presented with a Welcome message and tutorial. This tutorial introduces newcomers to key elements used to navigate to and access features in Sakai. The tutorial can be accessed again anytime by clicking the User Icon (described later) in the upper part of the screen.

## My Workspace

After logging into Sakai, you will automatically be taken to your own private space called **My Workspace**. This is the first tab on the left-hand side of the course bar at the top of the page. **My Workspace** includes the 'Message of the Day', where important messages regarding Sakai are posted. Additionally, this space may be used for the following:



- Home:** Brings you back to the **My Workspace** home screen
- Calendar:** View an integrated calendar for all sites and add private entries
- Resources:** Upload and manage files in your own private storage space
- What's New:** Find out the latest information regarding Sakai upgrades
- Profile:** Create, update, and manage your Sakai profile; connect with other Sakai users with similar interests
- My Sites:** Display your sites and sites you may join
- Preferences:** Customize a variety of Sakai settings
- Accounts:** View your account details
- Site Setup:** Manage your workspace tools
- Search:** Search Sakai for specific content
- Help:** Get assistance with using Sakai, searching the help content by term or phrase--search results are ranked by relevance

### Reset Button

If you're not sure where you're at, click on the Reset button to take you back to a familiar page in the tool in which you're working.

### Help Button

If you need help or have questions while working in Sakai, use the question mark buttons throughout the system.

### User Icon

Located in the upper right part of the screen next to the Logout button, clicking the User Icon reveals a menu that allows you to quickly access your Sakai profile, your Sakai preferences, or review the introductory Sakai tutorial for a quick refresher on navigation and access features.

## Course Links

To access a course or site in Sakai, click on the course title from the links at the top of the page. Note that you may or may not be able to see all of your course sites. To view course sites that may not be listed in the tabs, use the "More Sites" link (pop up menu).

*Note: Course sites are not viewable to students until they are published by the instructor. If your course site is not listed, contact your instructor or academic department for details on when the course site will be made available.*



## Course Sites

Once you enter a course site, you will see a menu on the left side of the screen similar to the one below. You will use this menu to navigate to different areas of the course.



**Home:** Brings you back to the homepage for the course site  
**Announcements:** View/Post\* course announcements  
**Calendar:** View/Post\* course schedule  
**Forums/Discussion Forums:** Post to class discussions  
**Mailtool:** Send messages via email to instructor/participants  
**Syllabus:** View/Post\* course syllabus  
**Lessons:** Move through/Post\* a set of materials or modules  
**Resources:** Access/Post\* course content  
**Assignments:** View/Post\* and submit assignments  
**Library:** Link to your local Antioch University Library homepage  
**Site Editor\*:** Allows Instructors to edit the course site content

\* - Instructor functions

*Note: Instructors have the ability to add or remove these tools and others in their Sakai courses sites. Because of this, the menu options in your course may differ from the example above.*

If you have any questions or problems while working in Sakai, please contact the Antioch Help Desk at 1-866-662-0056 (International callers, please dial: 1-937-769-1226) or submit a help desk ticket electronically at <https://helpdesk.antioch.edu>.