

Accessing and logging on to your Wayne State College Sakai course

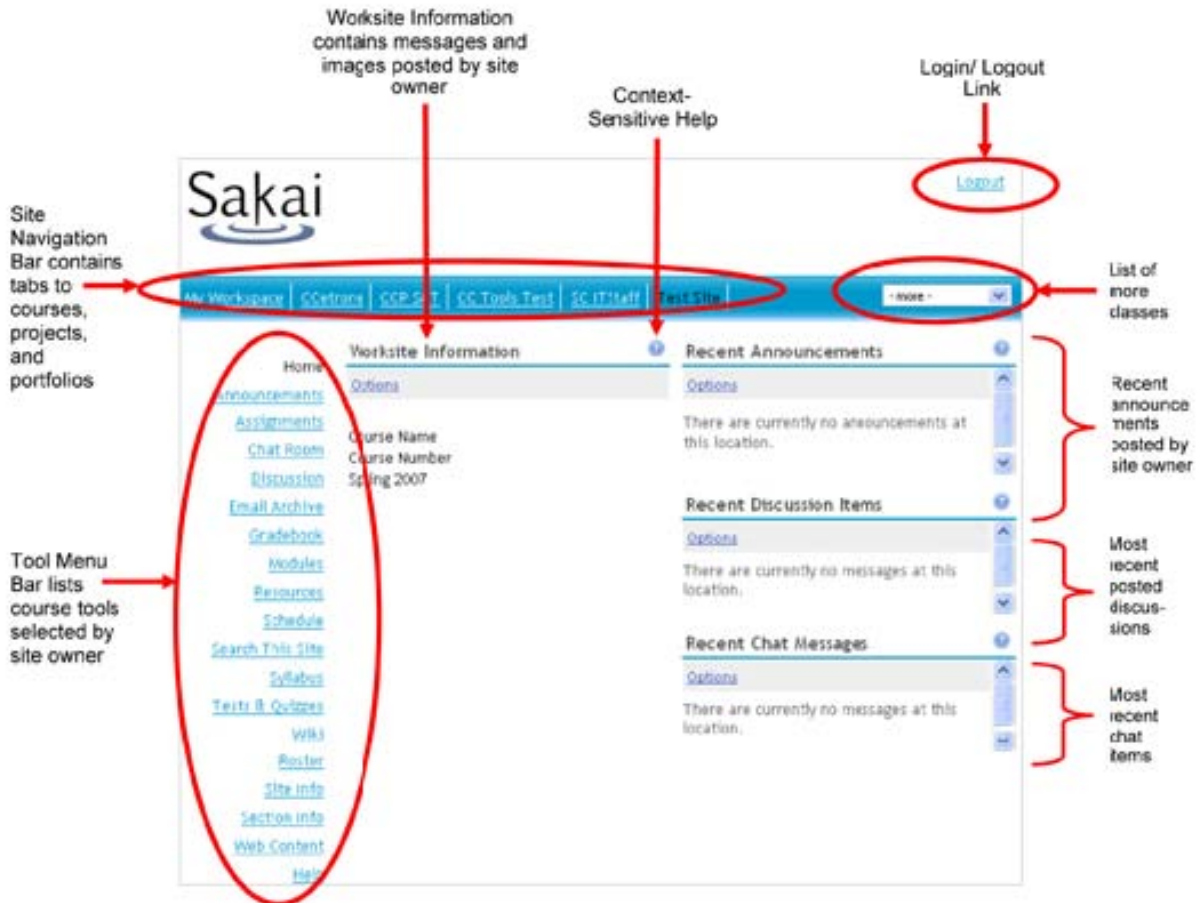
Students should access WSC Sakai courses via eCampus, WSC's electronic portal. <http://ecampus.wsc.edu>. Your User Name is the same as your WSC network login -- the first two letters of your first name, the first four letters of your last name, and a two-digit number, usually 01, all lowercase. For example, Jane Smith's login would be jasmit01 (or 02, 03, etc., depending on how many Jane Smith's have network accounts). If you are uncertain about your User Name, contact your instructor. For new users, the default password is set to the last four digits of your student ID # and your date of birth using the MMDDYY format. If you have problems logging in, contact your instructor or the WSC Help Desk at 375-7107, e-mail helpdesk@wsc.edu.

For security reasons, WSC network passwords expire approximately every six weeks. Using eCampus to access your course is especially useful for off-campus students, because eCampus will notify you if your password is about to expire and allow you to change your password before it has expired. If your password expires and you cannot log in to eCampus (you'll know this if you have logged on successfully for some time and then suddenly cannot), go to the eCampus page and click "I forgot my password." Enter your username, Social Security number or campus-wide ID and date of birth (use the full four-digit year – as in 1980, not 80), and enter a new password. If this does not work for you, contact the WSC Help Desk. When you have logged in successfully to eCampus, go to the WSC Online Resources link. Select Sakai Online Education from the pop-up menu. You should be directed to a Sakai My Workspace page. Click on the tabs at the top of the page to enter your online classes.

For additional information regarding Sakai, click on the [Distance Education](#) link in the Academic Support menu on the eCampus page.

Occasionally, because of security measures at the user end, some users will not be able to access the Sakai site or certain components of the online course. This has happened to some people who were using a workplace computer, for example at an ESU or corporate location. There is little Wayne State can do to address such a problem, except to tell users to contact their system administrators or to work from home or another site. System administrators may need to open ports 8080 and 8443.

COURSE HOMEPAGE DIAGRAM



NAVIGATION TIPS Navigating in a Course or Project Site

Following is a brief overview of features and how to navigate:

- If you do not see a particular course or project on the Navigation Bar, click the “More” drop-down arrow on the right side of the Nav Bar, then click on the name of the course to view it. If your course still does not appear, contact your instructor or the WSC Help Desk at 375-7107, e-mail helpdesk@wsc.edu.
- To scroll in dropdown menus, press up or down arrows.
- Go to the top of a page with the **Page Up** button.
- Go to the bottom of a page to see buttons like Cancel, with **Page Down** button.
- Course and project sites appear as tabs across the top of the screen in the Site Navigation Bar. Click a tab to go to the corresponding site. Course sites are associated with courses; project sites are for projects and other collaborative activities.
- **Note:** If you are not yet a member of any course or project site, you will see only a My Workspace tab. For information about joining sites, see Membership: Overview.
- The **Menu Bar** is a column along the left side of the screen with links for each available tool (e.g., Announcements, Discussion, Resources). The number of links will vary depending on which

tools were chosen for a site by the site owner. Click the tool's name to go to the corresponding tool.

- **Home** on the Menu bar takes you to the homepage for the site you are in. Homepages can contain a list of recent announcements, recent discussion items, and selected resources.

The Reset Button

The small button that appears to the left of the name of the tool you're currently using, usually represented by a double arrow, is called the **Reset Button**.



Use the reset button to return to the starting point of any tool, as if you had entered the tool in a new session. **Note:** Using the browser's **Back** button will not take you to the prior page, but instead will take you to the prior tool you were using.

USING TOOLS:

ASSIGNMENTS TOOL

Completing and submitting an assignment

Your instructor may set up assignments for you to complete and submit online. To work on an assignment:

1. Open the site for the course or project with the assignment.
2. In the menu bar, click **Assignments**.
3. Click the name of the assignment to open it. **Note:** The assignment must have a status of "open" for a student to be able to work on it. If one attempts to submit an assignment past the due date/time, the following message will display: "The close date of the assignment has passed. You can no longer submit an answer."
4. To work on the assignment, follow the instructions from your instructor. You may need to type something into the text box, or perhaps add an attachment, or both. **IMPORTANT NOTE:** If you are typing in the text box and your computer crashes or your internet connection is disrupted, you will lose what you have typed. It's recommended that you type your assignment in a word processor and then attach the file or copy and paste into the text box. When pasting from Microsoft Word into assignments or most other Sakai tools, it is important to use the Paste from Word button. Copy your text from Word, go to Sakai, and click the button illustrated below:

Message



Paste into the pop-up box and click OK.

5. To add an attachment, click the **Add Attachments** button in the assignment window. In the window that appears, you have several options:
 - To attach a local file from your computer, under **Items to attach**, type the filename in the box provided, or browse for the file, select it, and click **Browse**. A small icon representing the item will appear above, under **Items to attach**.
 - To attach a website URL, under **URL (link to website)**, type the URL in the box provided. You can omit the http:// (for example, www.google.com). Then click **Add**.
 - To attach an item from the resources already in this course website, under **Select a resource**, click **Attach a copy** next to the appropriate resource.
 - When you are done adding attachments, click **Finish**.

If you'd like to see how your assignment will look to your instructor or project leader, click **Preview**. If you want to save your assignment to complete later, click **Save Draft** at the bottom of the screen. When you want to reopen it, you'll find it listed in the assignment list with a status of "In progress". Remember that you must complete and submit the assignment by the due date/time. 3 To submit an assignment when you have finished, click **Submit** at the bottom of the screen.

Resubmitting a returned assignment

To resubmit an assignment returned to you (if the instructor allows this), follow these steps:

1. In the menu bar of the course site, click **Assignments**.
2. Click the title of the returned assignment you want to resubmit. **Note:** Returned assignments will say "Returned" (followed by the date and time returned) in the "Status" column of the Assignments table.
3. You will see the original assignment and your original submission. Your instructor may have included comments in the text of your original submission, and any additional comments from your instructor will appear near the bottom of the page. In the box labeled "Enter below for resubmission", edit or paste your revised submission for the assignment.
4. When you are finished revising your assignment, click **Resubmit**. Alternatively, you can click **Save Draft** to save your submission and continue working later.

Checking a grade on an assignment

To check your grade on an assignment, follow these steps:

- 1 In the menu bar, click **Assignments**. When the Assignments page appears, you'll see the title of your assignment and information about its status.
- 2 Click the title of the assignment for more details. You'll see when your assignment was graded as well as the original instructions. Your instructor may have added comments to the text that you submitted; if so, these should appear underlined. If your instructor left additional comments, they will be at the bottom of the page.
- 3 Click **Done** to return to the Assignments main page. You may need to take further action (for example, if your instructor has made suggestions and asked you to resubmit the assignment). After you've done the needed work, you can preview your changes, resubmit your assignment, or save it as a draft.

FORUMS (DISCUSSION) TOOL

To participate in an online discussion, click the Forums tool. A Discussions header will appear on the next page and, under that header, one or more Topics. Click on the Topic you wish to read. Click on the threaded message to read and reply to other students' postings, or click Post New Thread to enter a new message. You can add attachments and URLs as you can with Assignments (above). When you're finished, click Post Message. **IMPORTANT NOTE:** As with assignments, if you are typing in the discussion text box and your computer crashes or your internet connection is disrupted, you will lose what you have typed. It's recommended that you type lengthy discussion postings in a word processor and then attach the file or copy and paste the message into the text box.

RESOURCES TOOL

When you click **Resources** in the menu bar, you will see a list of the site's resources and folders containing resources. You can then do the following to browse through the available material:

- To view a resource, click the name of the resource, or the icon next to it. You may need to agree to a copyright statement, and then you will see the resource.
- To view the contents of a folder, click the folder icon next to the folder name or the name itself to open it, or click the black arrows to the left of "Title" to expand all the folders (i.e., make their contents visible).
- You can navigate between resources and folders using the "Location:" path above the resource list; simply click a folder name in the path to go to that folder. You can also click the icon of a folder with an arrow in it to go up one level.
- You can sort the resources by title (click **Title**), resource creator (click **Created by**), date last modified (click **Modified**), or size (click **Size**). To reverse the order, click any of these links again.
- Double-clicking will open most resource files. With some files you will need to right-click, Save Link As, download the file to your computer and open with the appropriate application.

TESTS & QUIZZES

To take an online test or quiz, click the Tests & Quizzes link in the menu. Available tests will appear in a list under Title, with the due date/time. (For tests no longer available, the due date/time will appear in red.)

- Click the title of the test you wish to take.
- The next page will tell you the test name again, the time limit (if any), the number of submissions allowed (usually only one) and the due date/time.
- Click Begin Assessment to take your test. **IMPORTANT NOTE:** Once you have started the test, do not close it or navigate away from it to any other web page. Make sure you have allotted enough time to take the test. Make sure you have a solid internet connection. If you experience computer or internet problems while taking your test, contact your instructor immediately.
- If the test is timed, you will see a Time Remaining scale at the top of the page. Click the correct answers. Review your answers. Click Submit for Grading. On the next page you should see a confirmation of your submission. Click the Return button, and click the quiz title under Submitted Assessments to see your results. In some cases, results will be returned immediately. In other cases, the instructor may have set the quiz to return the results only after everyone has taken the quiz and after the due date/time.