



Quick Start Guide for Students

Login

Sakai website: <https://sakai.bradley.edu>. Click the “Bradley Login” button in the upper-right, enter your BUnetID and password, and click “Login.” Logging in successfully takes you to My Workspace, your personal area in Sakai.

My Workspace












My Workspace is an individual online worksite that functions as a private workspace for each user. When you log in, you will first be taken to your My Workspace, which will display the Message of the Day and information boxes. By default, these boxes contain announcements and information from the system administrator, as well as announcements, calendar items, and links to forums for all of your classes. You can customize your My Workspace to fit your needs.

Exploring Tabs

The sites to which you belong are displayed as tabs across the top of the screen. If you belong to more sites than can be displayed as tabs, the additional sites can be accessed by clicking More Sites.

Course Site Tools

Once you enter a course, 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. Instructors may add a variety of tools. Below are the most common ones.

Home 	<i>Home: Displays current information about your course</i>
Syllabus 	<i>Syllabus: View syllabus for the current course</i>
Schedule 	<i>Schedule: Calendar for course events</i>
Announcements 	<i>Announcements: View announcements for the current course</i>
Resources 	<i>Resources: Instructors can place course content here</i>
Gradebook 	<i>Gradebook: View grades and feedback</i>
Email 	<i>Email: Send email to instructor or other students</i>
Roster 	<i>Roster: View class roster</i>
Site Info 	<i>Site Info: Provides information about the current course</i>
Assignments 	<i>Assignments: Online assignments can be created and completed here</i>
Help 	<i>Help: Additional Sakai help</i>

Technical Support

If you experience technical problems, contact the Technology HelpDesk at (309) 677-2964 or visit <http://helpdesk.bradley.edu>.

For answers to frequently asked questions, visit <http://www.bradley.edu/academic/cio/ctel/sakai/students/generalfaq/>

For other questions, contact the Instructional Design and Learning Technology Division of CTEL at (309) 677-2344 or email sakai@bradley.edu.