Get Started!

1. Start your Internet browser. You may use Firefox or Internet Explorer 6+ (or higher).
2. Type http://westliberty.edu/sakai
3. Log in using your user name and password.

Tools are separated into three categories in the menu bar on the left side of your screen. You can access any of these tools by clicking on the name. You'll find some of these tools and several more in each course site.

The “My Workspace” area allows you to quickly access your account information, announcements from your classes and your calendar.

Click on “My Sites” to access your classes or click on the name of the class in the “Quicklinks” bar.

The blue HELP button takes you to information specific to your location.
Some Commonly Used Sakai Course Tools

There are many tools available and each instructor decides which tools will be used in the course site. Some of the most common choices are shown below.

The **LESSONS** area is where instructors may present lectures and instructional materials in a book-like format. Some files may be posted in **RESOURCES**.

**TEST & QUIZZES** is where you’ll find graded or non-graded evaluations. Be sure to read specifics for each online assessment. Graded results are sent to the **GRADEBOOK** tool.

**ANNOUNCEMENTS** are sent regularly to inform you of upcoming events like tests, assignments, or course updates.

**FORUMS** area is where you may hold class discussions and ask questions.

**ASSIGNMENTS** may ask you to fill in a text box or attach a file in order to turn it in.

**Technical Support:**
Send an email to sakai@westliberty.edu or call 304-336-8432