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Getting Started

1. What is CourseCentral / Sakai?

Answer

CourseCentral is Brooklyn College’s implementation of Sakai, a free and open source Course Management System. It features a set of software tools designed to help instructors, researchers and students collaborate online in support of their work—whether it be course instruction, research or general project collaboration. It is an alternative to Blackboard Learning Management System.

2. Which browser should I use with CourseCentral / Sakai?

Answer

- **Windows**
  - Internet Explorer 7.0 and newer
  - Mozilla Firefox 2.0 and newer

- **Macintosh**
  - Mozilla Firefox 2.0 and newer

- **Other platforms**
  - Mozilla Firefox 2.0 and newer

*Other considerations*

You may get unexpected results if you use two browser windows to access the same Sakai 2.6 tool at the same time. For best results, use one browser window to work in Sakai 2.6.

*Note:* To determine which version of Internet Explorer or Firefox you are using on a Windows computer, in the browser, click **Help**, and then click **About Internet Explorer** or **About Mozilla Firefox**. On a Macintosh, from the **Firefox** menu, select **About Mozilla Firefox**.

3. What do I need to do to enter CourseCentral / Sakai for the first time?

Answer

For instructors with Brooklyn College WebCentral portal account

1. From any Internet computer visit the CourseCentral/ Sakai site at <https://learn.brooklyn.edu/xsl-portal>
2. Choose the **LOGIN** button.

3. Enter your Brooklyn College WebCentral username and password and click on the Log In button.

4. Select the course tap.

For instructor without Brooklyn College WebCentral portal account

1. From any Internet computer visit the Brooklyn College WebCentral portal at <http://portal.brooklyn.edu>

Choose the Create an Account link
2. Choose the Create an Account link within the New User module and follow the steps to create your Central ID.
3. Follow instructions at the top of the page (For student with Brooklyn College WebCentral portal account).

4. How can I access CourseCentral / Sakai through the backdoor?

Answer
1- From any Internet-accessible computer visit the CourseCentral site at https://learn.brooklyn.edu/xsl-portal/xlogin
2- Enter your User Id and Password
3- Press the Login button.

Customizing My Sakai Page

My Workspace provides users with a private area and tools to manage it. In My Workspace you can set email preferences, store materials for your own use, and work with your calendar.

The sites you belong to are displayed in tabs at the top of the screen near to My Workspace tab. To access these sites tab you should click each of them.

Resources: For posting documents, URLs to other websites, etc. Information posted into My Workspace site is private and transferable to any of the course site. By default the Resources choice should be available for student in the Sakai Course page.
5. How do I edit project/course site on Sakai?

Answer
Changes to project/course sites setup can be done at My Workspace tab or through the project/course tab.

From My Workspace
1. Logon to Sakai.
2. Go to the My Workspace tab.
3. Select the Worksite Setup button in the menubar.

4. Select the project/course sites to which you will edit.

5. Select the edit link in the top of the page.

The Edit function will give you the following options:

- Edit Site Information
- Edit Tools
- Page Order
- Add Participants
- Edit Class Roster(s)
- Manage Groups
- Link to Parent Site
From the project / course tab
1. Logon to Sakai.
2. Go to the project/course tab.
3. Select the Site Info button in the menubar.

The Edit function will give you the following options:
- Edit Site Information
- Edit Tools
- Page Order
- Add Participants
- Edit Class Roster(s)
- Manage Groups
- Link to Parent Site
- Manage Access
- Import from Site
- Import from File

6. Customizing (hide/show and change the order) tabs in Sakai

Answer
1. Logon to Sakai.
2. Go to the My Workspace tab.
3. Click the Preferences button in the menubar.
4. Select the **Customize Tabs** link in the toolbars.

5. Sites to which you belong that are not being displayed are listed in the **Sites not visible in Tabs** box on the left. On the right, the **Sites visible in Tabs** box list the sites that are currently visible.

6. To hide a site, highlight the site from **Sites Visible in Tabs** and use the left arrow to move the site to **Sites Not Visible in Tabs** and vice versa.

7. To change the order of your sites in your tabs, highlight a site from **Sites Visible in Tabs** and use the up or down arrows to change the order of the site in your tabs.

8. Click the **Update Preferences** button.

9. Press the **Cancel Changes** button to remove the box message in the top of the page.

10. Click the **Home** button to see the changes.

**Note:** Hidden sites are still accessible through the **Worksite Setup** button in My Workspace tab.

**Customizing the Sakai Course Page**

**7. How can I enable / disable site tools in Sakai?**

**Answer**

1. Logon to Sakai.
2. Go to the course tab to which you will enable / disable tools.
3. Click the **Site Info** link in the menubar.
4. Press the **Edit Tools** button at the top of the page.

5. Select the checkboxes to enable the site tools or vice versa.

6. Scroll down to the end of the page, and then click the **Continue** button.

7. On the confirmation screen, you will see a list of your site's tools and any changes you've made. If the list is accurate, click **Finish**. To edit your changes, click **Back**, or if you wish to cancel, click **Cancel**.
SAKAI TOOLS LIST:

**Home:** For viewing recent announcements, discussion, and chat items.
**Announcements:** For posting current, time-critical information.
**Assignments:** For posting, submitting and grading assignment(s) online.
**Blogger:** A blogger
**Drop Box:** For private file sharing between instructor and student.
**Email Archive:** For viewing email sent to the site.
**Forums:** Display forums and topics of a particular site
**Gradebook:** For storing and computing assessment grades from Tests & Quizzes or that are manually entered.
**Modules:** Modules - Melete Lesson Builder for creating and organizing learning sequences.
**Resources:** For posting documents, URLs to other websites, etc. Information posted into My Workspace site is private and transferable to any of the course site. Information uploaded into the course site will be available for student. By default the Resources choice should be available for student in the Sakai Course as well as in their My Workspace site.
**Schedule:** For posting and viewing deadlines, events, etc.
**Search:** For searching content
**Section Info:** For managing sections within a site.
**Site Info:** For showing worksite information and site participants.
**Syllabus:** For posting a summary outline and/or requirements for a site.
**Tasks, Tests and Surveys:** For authoring, publishing, delivering and grading assessments.
**Tests & Quizzes:** For creating and taking online tests and quizzes.

8. How can I change the order of the menubar buttons in Sakai?

**Answer**

1. Logon to Sakai.
2. Go to the course tab to which you will change the menubar tool order.
3. Click the **Site Info** link in the menubar.
4. Press the **Page Order** button at the top of the page.

![Press the Page Order button at the top of the page](image1)

5. Right click on the tool box and drag it up or down to the desirable position.

![Right click on the tool box and drag it up or down to the desirable position](image2)

6. Scroll down to the end of the page, and then click the **Save** button.

Changes to the page ordering will not take effect until you click 'Save'. Deleting, Adding, or Editing a Page takes place immediately. Pressing either the Save or Cancel buttons returns you to the Main Site Info Tool Page.

**Note:** The Site Info link will bring you to the previous Site Info page. The Add page(s) to your site link will open the Project Site Tools page.
9. How can I change button’s name in Sakai?

Answer
1. Logon to Sakai.
2. Go to the course tab to which you will change the button’s name.
3. Click the Site Info link in the menubar.
4. Press the Page Order button at the top of the page.
5. Select the pencil icon close to the current button name.
6. Enter the new name at the Title box, and then press the green after mark button.
7. Click the Save button.

Note: The Reset button will reorder items following the original setting.
10. How do I publish my course?

Answer
When you’re ready for participants to see your site, you can make it available (i.e., publish it) from Site Info. When you publish your site, it appears as a new tab in each participant’s workspace.

To change the publication status of your site:
1- Logon to Sakai.
2- Go to the course tab to which you will create the test.
3- In your site’s menubar, click Site Info.
4- Click Manage Access.
5- Under “Site Status”, next to Publish site, check or uncheck the box to publish or unpublish your site, respectively.
6- Click the Update button.
11. Where can I find the class roster in Sakai?

Answer
1. Logon to Sakai.
2. Go to the course tab to which you will see the roster.
3. Click the Site Info link in the menubar.
4. Use the Viewing dropdown to define the amount of participants per page and the left arrow to see the next page and vice versa.

Adding Course Information

12. How do I insert / remove a syllabus on Sakai?

Answer
The Syllabus tool is available from the menu bar in your course. If you do not see this tool, you can add it by using the Site Info button (see how can I enable / disable site tools in Sakai?)
Inserting syllabus
1. Logon to Sakai.
2. Go to the course tab to which you will post the Syllabus.
3. Click Syllabus in the menubar.
4. Click the Create/Edit button, and then click Add.
5. Enter a title for your syllabus item.
6. Choose whether to have the item viewable only by members of the site or by anyone.
7. Under "Attachments", you can attach a file from your local computer or from Resources, or specify the URL for a file on the web.
8. Choose whether you would like to have members of the site notified automatically via email when the item is posted.
9. When you have finished adding your syllabus item, click Save Draft to save it as a draft.
10. Click Update to post it.
Note: to paste a word document into the text editor box, you will need to select the correct option Paste from Word, otherwise you will receive an error message.

Removing syllabus
1. Logon to Sakai.
2. Go to the course tab to which you will post the Syllabus.
3. Click Syllabus in the menubar.
4. Press the Create/Edit button, and then click Add.
5. Select the checkmark box close to the item name.
6. Click Update to remove it.

13. How do I add / delete Resources in Sakai?

Answer
Resources allow you to post documents, URLs to other websites, etc. Information posted into My Workspace site is private and transferable to any of the course site. By default the Resources choice should be available for student in the Sakai Course page.

Adding resources
1. Logon to Sakai.
2. Go to the course tab to which you will add resources.
3. Click the Resources link in the menubar.
4. Select the Add drop down box close to the course name, and then the Upload Files choice.
5. Click **Browse** button, and then find and select the file you’d like to upload.
6. Enter the information for Display Name and Email Notification if needed.
7. Click the **Upload Files Now** button.

**Note:** You can only upload 100 MB worth of files at one time. You may need to upload large files one at a time.

**Deleting resources**
1. Logon to Sakai.
2. Go to the course tab to which you will delete the resource.
3. Click the **Actions** drop down box near to the resource name, and then the **Remove** choice.
4. Press the Remove button at the Remove confirmation... screen.

Note: You can also delete resources by selecting the checkmark box near to the resource name, and then the Remove option in the top of the list.

14. How do I add / delete a podcast in Sakai?

Answer
The Podcasts tool allows site leaders to store and distribute multimedia content to site participants. Participants may download materials manually or via an RSS feed. Different file types are supported within a podcast, including .mp3, .mp4, and .ppt.

Adding a podcast
1. Logon to Sakai.
2. Go to the course tab to which you will add a podcast.
3. Click the Podcast link in the menubar.

4. Select the Add link in the top of the page.
5. Click **Browse**, and then find and select the file you’d like to upload.
6. Next to "Publish Date/Time", click the calendar icon, and then select the date and time you want your file to become available.

7. Enter Title and Description for your file in the text box.
8. Click the **ADD** button.

**Note:** Podcasts that you post on your site are stored in Resources. A Podcasts folder is automatically created in Resources when you add the Podcasts tool to your site.

**Deleting a podcast**
1. Logon to Sakai.
2. Go to the course tab to which you will delete a podcast.
3. Click the **Podcast** link in the menubar.
4. Find the podcast you want to delete, and under its title, click **Delete**
5. Select **Delete** again on the Deleting Podcast confirmation screen.

15. **How can I allow students to post podcasts in Sakai?**

**Answer**
1. Logon to Sakai.
2. Go to the course tab to which you will allow student to post podcasts.
3. Click the **Podcasts** link in the menubar.
4. Press the **Permissions** button in the top of the Podcasts page.

5. For the "student" role, check the boxes under **new**.

6. Click the **Save** button.

16. **I am having problems uploading documents to CourseCentral / Sakai. Can you give me some help?**

   **Answer**
   - Use Only alphanumeric characters (A-Z/0-9) Use underscore "_" between the words or short name with space; no special characters such as apostrophe, comma, bang (!), quotes, and parenthesis when naming a file to be uploaded.
   - Be patient, DO NOT click elsewhere while uploading a file.

   **Communicating With User**

17. **How do I post Announcements in Sakai?**

   **Answer**
   The Announcements tool is used to inform site participants about current items of interest. Announcements can have multiple attachments and it can display to public or to your site.
1. Logon to Sakai.
2. Go to the course tab to which you will post the Announcement.
3. Click the Announcement link in the menubar.
4. Click the Add button.

5. Enter the required information for title, access, and availability. To specify dates press the radio button Specify Dates.

6. Under "Attachments", you can attach a file from your local computer or from Resources, or specify the URL for a file on the web.

7. Choose whether you would like to have members of the site notified automatically via email when the item is posted.
8. Click **Add Announcement**.

**Note:** If the **High-All participants** (high priority) choice is selected by a faculty, it will overwrite any student selection.

18. **How do I add item in a Sakai Schedule / Calendar?**

**Answer**

Schedule allows instructors to post items in a calendar format. The calendar has day, week, month, year, and flat list views.

1. Logon to Sakai.
2. Go to the course tab to which you will add the calendar's item.
3. Click the **Schedule** button in the menubar.

4. Click the **Add** button.
5. Enter the required information for title, date, and start time. Additionally, you can specify duration and end time.
6. Under "Message", use the text editor to create and format the body of your calendar item.
7. To display the event to all members of the site, check Display to site. To display the event only to members of a certain group, check Display to selected groups, and then use the checkboxes to choose which groups or sections can view the calendar item. **Note:** If you don't see the Display to selected groups option, no groups or sections are associated with your site.
8. If your event will take place more than once, you can set the frequency by clicking Frequency. Then use the drop-down list to select daily, weekly, monthly, or yearly.
9. Click Save Frequency.
10. Select the Event Type from the drop-down list.

11. Type a location for your event into the text box Next to "Event Location".

12. Under "Attachments", you can attach a file from your local computer or from Resources, or specify the URL for a file on the web.

13. Click the **Save Event** button.

You can import calendar files in Microsoft Outlook, Meeting Maker, iCalendar, or generic comma-delimited (.csv) formats. As well as merging calendars on sites you have access.

19. **How to send email to site participants in Sakai?**

**Answer**

1. Logon to Sakai.
2. Go to the course tab to which you will send e-mail messages.
3. Click the **Mailtool** link in the menubar.
4. Select the checkboxes to enable the desired option.
5. If you want to send a copy to non-site-participant, enter the recipient's email address in the Other recipient(s) text field.
6. Enter a subject and a message. If the WYSIWYG editor is configured, you should be able to type messages using HTML formatting options. Finally check Send me a copy if desired.

7. Click the Send Mail button.
8. On the confirmation screen select OK.

Note: File attachments will not be archived in Email Archive. Only the attachment details (file name and size) will be recorded.

20. How can I open / delete a discussion forum in Sakai?

Answer
Forum is a communication tool that instructors or site leaders can use to create an unlimited number of discussion forums for their course or project sites.

Creating a forum
1. Logon to Sakai.
2. Go to the course tab to which you will open a discussion forum.
3. Click the Forum link in the menubar.
4. Select the New Forum button at the top of the page.

5. Enter the required information for title (limited to 75 characters), as well as Short Description (limited to 100 characters) and Description.

6. By default forums are available, but you can disable it by selecting the No radio button close to the Lock Forum (Disable forum postings) line.

7. Define the privileges: Role and Permission Level.
8. Click the **Save Settings & Add Topic** button, and then press the **Forums** refresh icon.

**Note:** When you create your forum, you'll need to add at least one topic so site participants can post messages. The forum will not be visible to participants unless a topic is added.

**Adding a forum’s topic**
1. Logon to Sakai.
2. Go to the course tab to which you will open a forum’s topic.
3. Click the **Forum** link in the menu bar.
4. Close to the **Forum** line select the **New Topic** link.
5. Enter the required information for title (limited to 75 characters), as well as **Short Description** (limited to 100 characters) and **Description**.
6. By default topics are available, but you can disable it by selecting the **No** radio button close to the **Lock Forum (Disable forum postings)** line.
7. Define the privileges: **Role** and **Permission Level**.
8. Click the **Save Settings & Add Topic** button and then press the **Forums** refresh icon.

**Note:** Composing messages allows rich text, plain text, and HTML editing. You can add attachments to any message by linking to files or web links in Resources.

**Deleting Forums / Topics**
1. Logon to Sakai.
2. Go to the course tab to which you will delete forums and topics.
3. Click the **Forum** link in the menu bar.
4. Close to the Forum/ Topic line select the **Forum Setting/ Topic Setting** link.
5. Scroll down to the end of the page and select the **Delete** button.
6. On the confirmation page, click **Delete** to delete the Forum/ Topic.

**Note:** By deleting forum or topic entirely, you are removing all their associated messages.

**Deleting a forums message**
1. Logon to Sakai.
2. Go to the course tab to which you will delete forums and topics.
3. Click the **Forum** link in the menu bar.
4. Select the **Topic** link and then the message.
5. Press the **Other Actions** link.
6. Scroll down to the end of confirmation page and click the **Delete** button.

Creating Assignments

21. How do I create Assignments in Sakai?

**Answer**

Assignments tool allows instructors to create, distribute, collect, and grade online assignments. Assignments are private; student submissions are not visible to other users of the site. This tool offers multiple grading options, including letter grades, points, checkmarks, pass/fail, or ungraded.

1. Logon to Sakai.
2. Go to the course tab to which you will post the Assignment.
3. Click the **Assignment** link in the menubar.
4. Click the **Add** button.
5. Enter the required information for title, open and due dates, accept until, student submissions, and grade scale.
6. In the "Assignment Instructions" box, type a description of the assignment.
7. Under the text box for **Assignment Instructions**, you will see the following options:
- **Add due date to Schedule**: To add the due date to the site's Schedule, check the box.
- **Add an announcement about the open date to Announcements**: To announce the open date automatically when you post the assignment with an announcement on your site's home page, check the box.
- **Add honor pledge**: To display the honor pledge when students are submitting an assignment, check the box. Students must check a checkbox agreeing to the pledge before their work can be submitted. The text of the honor pledge is as follows: "I have neither given nor received aid on this assignment. Yes (You must respond to submit your assignment.)"

8. Select the "Grading" and the "Submission Notification Email Options".
9. Click the Post button.

**Note**: Click Preview if you wish to review your assignment before you post it. To see how it will look to students, click the black triangle next to **Student View**.

### 22. How do I create and publish online Tests & Quizzes in Sakai?

**Answer**

This tool allows you to create online assessments (i.e., tests, quizzes, and surveys) for delivery via a web interface to your students or other groups.

**Creating Tests & Quizzes in Sakai**

1. Logon to Sakai.
2. Go to the course tab to which you will create the test.
3. Click the **Tests & Quizzes** link in the menubar.
5. Click the **Create** button. You will be brought to the Questions page. **Note:** By Default a question part is created automatically, but you can modify it by selecting the **Add Part** link in the tool bar.

6. Choose the question type at the **Change Question Type** drop-down list.

7. Enter the point value for this question.

8. Write the question, answers, and then select the correct answer.
9. Click the **Save** button.

**Note:** You can import an assessment you previously created, or export one for use in another IMS QTI-compatible application. To import an assessment, the source file must be an IMS QTI-compatible XML file. For more information on the IMS QTI Specification, see the IMS Global Learning Consortium page at: [http://www.imsglobal.org/question/index.html](http://www.imsglobal.org/question/index.html)

**Publishing Tests & Quizzes in Sakai**

1. Logon to Sakai.
2. Go to the course tab to which you will create the test.
3. Click the **Tests & Quizzes** link in the menubar.
4. Press the test’s **Settings** link, and review the settings.

5. Click the **Save Settings and Publish** button.
6. Choose the Publish button.

**Note:** Once an assessment is published it cannot be removed, it can only be retracted from student access.

**Using Gradebook**

23. How do I create, add, edit, or delete a Gradebook assignment in Sakai?

**Answer**

**Creating and adding a Gradebook assignment**

1. Logon to Sakai.
2. Go to the course tab to which you will create/add a gradebook assignment.
3. Click the Gradebook link in the menubar.

4. Press the Add Gradebook Item button.
5. Enter the required information for title and assignment point value.
6. You can optionally designate a due date for a Gradebook assignment.
7. To make the assignment visible to students, check the box next to Release assignment.

8. To prevent the assignment from being counted in the running grade, do not select Include this item in course grade calculations option. After you've scored submissions for this assignment, you can edit the assignment and choose to add the assignment to the Gradebook.

9. Click the Add Item button.

Editing a Gradebook assignment
1. Logon to Sakai.
2. Go to the course tab to which you will edit a gradebook assignment.
3. Click the Gradebook link in the menubar.
4. In the list of Gradebook assignments, click the Edit option next to the item you want to modify.
5. Change the Gradebook assignment's settings
6. Click the **Save Change** button.

**Deleting a Gradebook assignment**
1. Logon to Sakai.
2. Go to the course tab to which you will delete a gradebook assignment.
3. Click the **Gradebook** link in the menubar.
4. In the list of Gradebook assignments, click the title of the item you want to delete.
5. Under "Options", click the **Remove assignment from gradebook** link.
6. On the Remove Assignment confirmation page, check the box next to **Remove this gradebook item and all associated scores from the gradebook**.
7. Click the **Remove** button.

**Working With the Drop Box**

24. **How can I set up the Drop Box in Sakai?**

**Answer**

The Drop Box feature allows instructors and students to share documents within a private folder for each student. The Drop Box allows you to upload many types of files as well as folders within folders.
Adding Drop Box folders
Your site’s Drop Box should contain a folder for each participant, but you can add folders to the Drop Box or to an existing folder within the Drop Box.

1. Logon to Sakai.
2. Go to the course tab to which you will use the Drop Box.
3. Click the Drop Box link in the menubar.

4. Next to the Drop Box or existing folder, click the Add drop-down list, and select one of the listing choices.

5. Type title for folders or browse for documents. You can also add for each item.
6. If you’re creating multiple folders at a time select the Add Another File link and repeat step number 5.
7. You can send an email notification to the instructor by selecting the box next to this option.
8. Click the Upload Files Now button.

Note: Site participants cannot see Drop Box folders belonging to other participants. Participants are able to see and access only their own Drop Box folders and subfolders.

Editing / Removing Drop Box folders
1. Next to the Drop Box or existing folder, click the Actions drop-down list, and select one of the listing choices.
2. Do the changes and click the Update/Remove button.

Finding Help

25. Where can I ask for help on CourseCentral / Sakai?

Answer
Please contact Carlos A. Cruz
Instructional Design Specialist and Blackboard / Sakai Support
Brooklyn College Library
Room 381
Phone: (718) 951-4667
Email: CarlosA@brooklyn.cuny.edu
Hours: Monday – Thursday from 9:00 AM to 6:00 PM
Friday from 9:00 AM to 1:00 PM

Include in your phone call/ email the following information:
   a- Your full name
   b- Your email address
   c- Your phone number
   d- Four digit registration code for the course
   e- And an Explanation of the problem

26. Where can I find the CourseCentral / Sakai Manual?

Answer
A detailed student manual for Course Central / Sakai is available from any Brooklyn College Sakai course; just select the question mark in the top of the topic page.
27. Where student can ask for help on CourseCentral / Sakai?

Answer

- On-campus, please visit the Library Cafe (lower level, Whitehead Hall; or Library New Media Center (2nd floor, Library; click the following links for hours:

  Library Cafe: [http://ait.brooklyn.cuny.edu/librarycafe/page.php?view=hours]
  Media Center: [http://dewey.brooklyn.cuny.edu/library/about/hours/]

- Off-campus, you may contact:
  Information Technology Services (ITS) Help Desk
  Phone: (718) 677-6180
  E-mail: helpdesk@brooklyn.cuny.edu
  Hours: Monday - Friday, from 9:00 AM to 5:00 PM

  Or visit the Academic Information Technologies/ Brooklyn College Student CourseCentral/Sakai Support
  Website: [http://ait.brooklyn.cuny.edu/sakai/sakai-student-faq.pdf]

- Online support for the WebCentral:
  Brooklyn College WebCentral Portal Support [Monday – Friday, from 9:00 AM – 5:00 PM]:
  E-mail: [portal@brooklyn.cuny.edu]
  Telephone: 718-951-5383

Include in your email the following information:

- Your full name
- Your email address
- Four digit registration code for the course
- And an Explanation of the problem
28. What plug-ins should I use for CourseCentral / Sakai?

Answer

Microsoft Office is highly recommended. If you do not have Microsoft Office, click the following links to install these programs.


Some course documents are in Adobe Acrobat Reader (PDF) format and you will need it to be able to open the course documents. Click the link below and follow the steps.


To handle various formats of digital video, sound, animation, and music you should download the following programs:

- **Adobe Flash Player** <http://get.adobe.com/flashplayer/>
- **Windows Media Player** <http://www.microsoft.com/windows/windowsmedia/player/10/default.aspx>
- **QuickTime** <http://www.apple.com/quicktime/>
- **Real Player** <http://www.real.com/>
- **Adobe Shockwave Player** <http://www.adobe.com/products/shockwaveplayer>
- **iTunes** <http://www.apple.com/itunes/>

**NOTE**: All software listed above is free of charge.
29. How do I delete project/course site on CourseCentral / Sakai?

DELETING A SITE REMOVES THE ENTIRE SITE’S CONTENT AND IS NOT RECOVERABLE.

Changes to project/course sites setup have to be done at My Workspace tab.

Answer

1. Log on to Sakai.
2. Go to the My Workspace tab.
3. Click the Worksite Setup button in the menubar.

4. Select the project/course sites to which you will delete.

5. Select the Delete link in the top of the page.
6. The **Delete** option will be brought you to a warning page.  
7. Click the **Remove** button.

*Created by Carlos A. Cruz, Instructional Design Specialist / Blackboard and Sakai Support, Office of Academic Information Technologies, Brooklyn College / Updated 10/15/10*