

## UNC School of Government Intermediate Purchasing Seminar Introduction to Sakai

To help conserve fiscal and environmental resources, the School of Government uses the campus-wide course management system, Sakai, for all purchasing courses. Through this system we provide you with electronic versions of all class materials, agendas, rosters, and other course information, and notify you of important announcements.

You are welcome to bring laptops, tablets, or other similar devices to class to access course materials electronically. If you prefer to have paper copies with you in class, please print them out *prior* to arriving for the course.

Please carefully review the instructions below to enroll in the IPS Sakai course site and access course materials and other course information.

### 2 Ways to Create Your Guest Account in the IPS Sakai Site

#### 1. If you have never used Sakai in an SOG course, use the instructions below:

One week prior to the course, you will receive 2 emails from [Sakai@groups.unc.edu](mailto:Sakai@groups.unc.edu). The first provides instructions on creating your account and the second contains a link to the Sakai website to use when you log back in when revisiting the site (this second email simply contains a link to the Sakai site, which is <https://www.unc.edu/sakai/>). **Please check your email spam and junk folders to make sure these 2 important emails do not get caught in your local filter.**

To create your guest account in the IPS Sakai site, open the email that contains this subject line: **Subject line: Welcome to Sakai@UNC-Chapel Hill.**

In this email you will accept the invitation from [Jo Ann Brewer](#) to create your guest account in Sakai. You must complete the steps outlined in the email order to access the site. The email will look like the one below. Click on the “accept the invitation” link in the email to begin creating your guest account.

**Fw: Welcome To Sakai @ UNC-Chapel Hill!**  
 JoAnn Brewer  
 Sent: Wednesday, August 20, 2014 at 5:06 PM  
 To: Hutchinson, Susan McNeill

On Wednesday, August 20, 2014 5:03 PM, "sakai@groups.unc.edu" <sakai@groups.unc.edu> wrote:

Susan Hutchinson (smhutch@sog.unc.edu) has invited you to join the **Foundations in Planning and Development Regulation** site on Sakai @ UNC-Chapel Hill.  
 Accept this invitation <https://sakai.unc.edu/accountvalidator/faces/validate?tokenId=07ce50d7-39b7-43e4-9c78-f125e5c29fc>

**What is Sakai @ UNC-Chapel Hill?**

Sakai @ UNC-Chapel Hill is the UNC Chapel Hill's web-based learning management system. It is home to many course sites, as well as a host of other sites including those used for administration, research and project groups, libraries and student societies. As a guest user, you have been invited to join a Sakai @ UNC-Chapel Hill site. On the site you will have rights to read content but you also may be able to create and/or edit content (depending on your assigned role).

**What if I already have a Sakai @ UNC-Chapel Hill account?**

If you have used Sakai @ UNC-Chapel Hill in the past then you already have a Sakai @ UNC-Chapel Hill account, in which case we strongly suggest that you accept the above invitation and then indicate which existing Sakai @ UNC-Chapel Hill account you wish to use to access this site. This will avoid you having multiple accounts, each with a different set of associated sites. If you do not choose to associate this site with an existing account, a new guest account will be created for you using this email address. In the future, login to Sakai @ UNC-Chapel Hill using the guest account username and its associated password.



Once you click on the “accept this invitation” link, you will then see a page that looks like this:

**Welcome to Sakai @ UNC-Chapel Hill!**  
 You have been invited to join the following site(s) on Sakai @ UNC-Chapel Hill:

- SOG Intermediate Purchasing Seminar

**UNC Account**

Onyen -or- UNC Guest ID   
 Password   
 Login

**Guest Account**

UserName: cjabrewer@yahoo.com

First Name   
 Last Name   
 Password   
 Confirm password   
 Activate account

 THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL

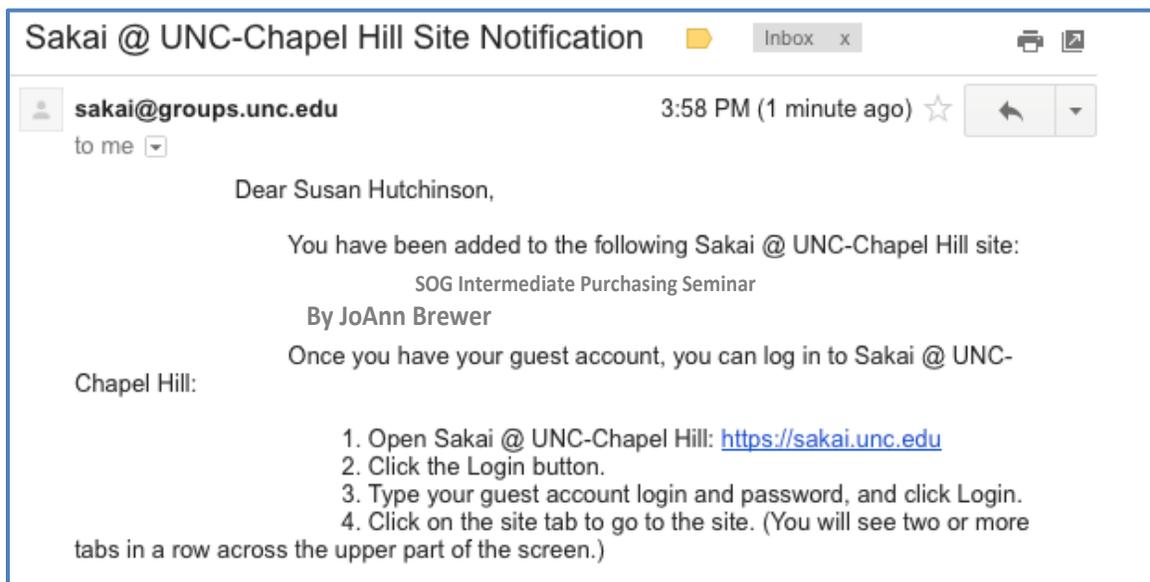
On this page you will see options for a UNC Account and a Guest Account. You will choose the **Guest Account** option. To complete your account set-up, you must create a password. Choose a password that is easy to remember when you revisit the site (also, you will use this same account in future SOG Purchasing Courses). Activate your account by clicking on the “Activate account” tab.

Congratulations! You have now created your SOG Sakai account. You may now access the IPS Sakai site for further information about the course and course materials. For instructions on navigating the site, skip to the instructions below titled **Navigating the IPS Sakai Site and Accessing Course Materials**.

**2. If you have previously used Sakai for an SOG course, use the instructions below:**

One week prior to the course, you will receive an email from **Sakai@UNC-Chapel Hill Site Notification**. **Please check your email spam and junk folders to make sure this important email does not get caught in your local filter.**

You will see an email that looks like the one below:



Since you already have a Sakai account from a previous SOG course (for example, if you took Basic Purchasing earlier this year), you do not have to create an account. You can go ahead and click on the Sakai link in the email to log in. You will then see a page that looks like the one below:

Onyen Login **Non-Onyen Login**

## Welcome to Sakai @ UNC

**General**  
Home  
Help  
Maintenance

**Training & Support**  
Features  
Faculty  
Students

**Links**  
Sakai Blog  
Tutorials  
Workshops

**Policies**  
Accessibility  
Content  
Honor Code

### Tackling the Sakai Gradebook

Keeping track of student **grades on paper not working out** too well anymore?  
Check out the **Sakai Gradebook**, which allows you to:

- Drop lowest scores
- View grades as a student or by section/group
- Use the HPL grading scale
- Export grades out to a spreadsheet and back into Sakai
- Get grades ready for ConnectCarolina with just a few clicks!

See more details on our NEW [Teaching & Learning Blog!](#)

### Thank you for your patience

We experienced issues with Sakai on Thursday, September 18, and appreciated everyone's patience during this time. Providing a stable environment for the UNC campus is of utmost importance to us, and current configurations are running at the last known good state.

Click on “**Non-Onyen Login**” at the top right corner of the page. You will then see a page that looks like the one below:

## Log in to Sakai @ UNC

### Log in using your Onyen

**Onyen Login**

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**Non-onyen Login**  
(for people who do not have an Onyen)

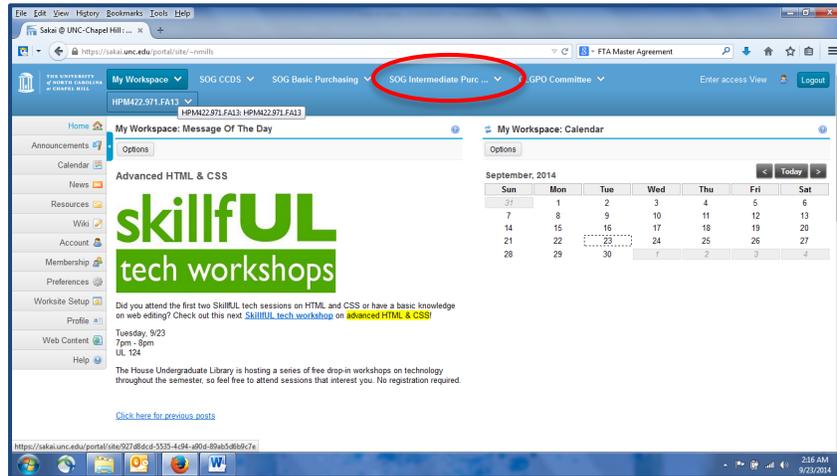
user id

password

**Login** **Cancel**

Enter your user ID (this should be your email) and password in the **Non-onyen** login on the bottom half of the page. **If you have forgotten your password from your last course, click on the following link to request a password reset:** <https://sakai.unc.ed...ai.unc.edu/portal/site/resetpw>

Once you enter your password and click log in, you will then see a page that looks like the one below:

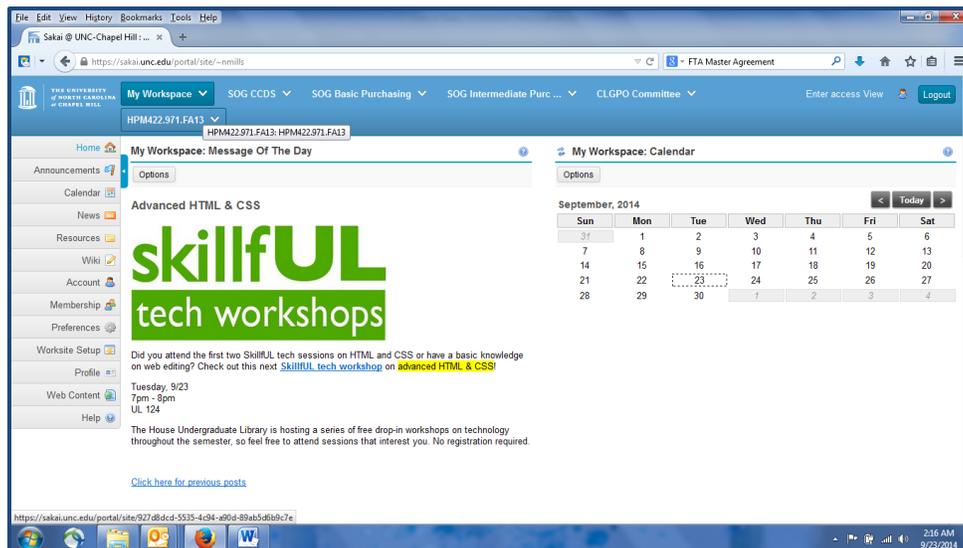


At the top of the page in the blue banner, you will see the IPS course listed as “SOG Intermediate Purchasing.” Click on that course tab. You will then use the Navigating the IPS Sakai Site instructions in the next section to access the course information and materials.

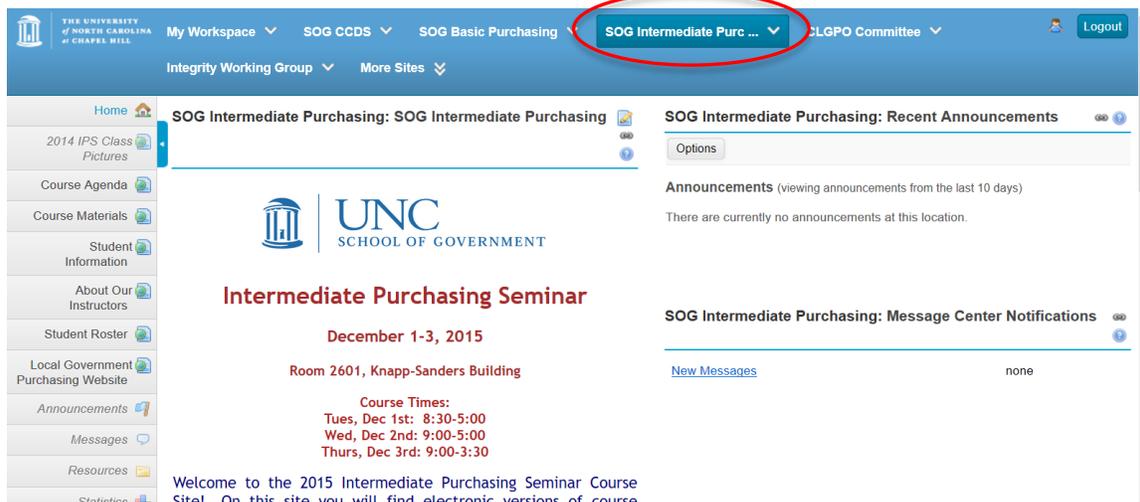
## Navigating the IPS Sakai site and Accessing Course Materials:

### 1. Access Sakai and Go to the IPS Home Page

When you log in to the Sakai site (following the instructions you received in the Sakai email described above), the webpage will look similar to this:



If there are more than one tab across the top of your page, choose the “SOG Intermediate Purchasing” tab. You will then see the IPS home page:



## 2. Navigate the IPS Course Site

To navigate the IPS course site, follow the instructions in the welcome message on the main page and click on the menu items on the left-hand side of the page to access the corresponding information.



**Course Menu**

## 3. Access and Save Course Materials

To access and save course materials:

1. Double check to see that the SOG IPS "tab" at the top of the page is selected.
2. On the left hand side of the page, choose "Course Materials" from the menu.
3. Click the link for a day of the course and then click the class session link to view the materials for that class.
4. All course materials are in PDF format; when you click on the document link, the PDF will open in a new tab/browser window; the tab for the Sakai site will remain in your browser.
5. You may then save this document to your computer to either print or view in class. You may also access course materials in class directly from the Sakai site (laptops and other similar devices are permissible in class).

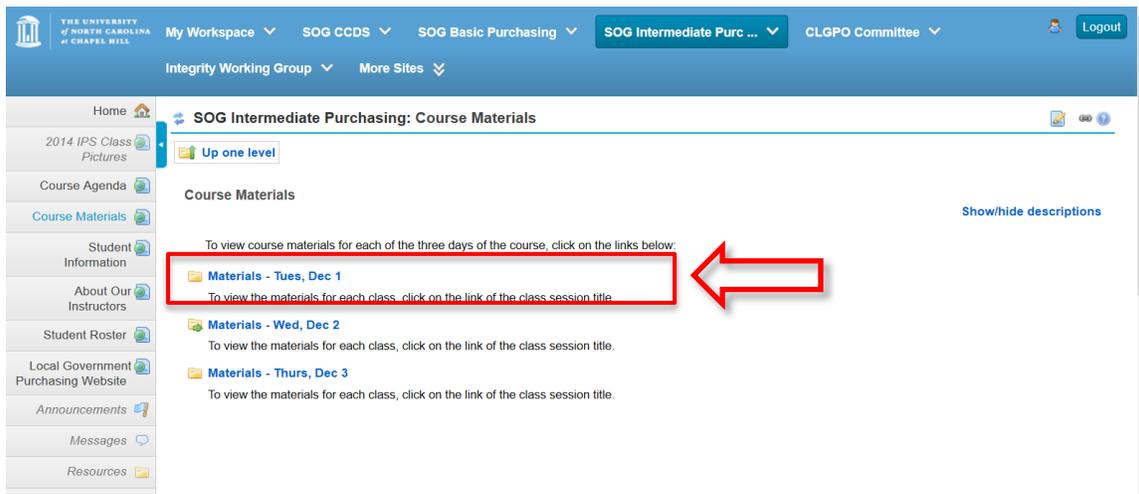
Example:

### Steps 1 & 2:

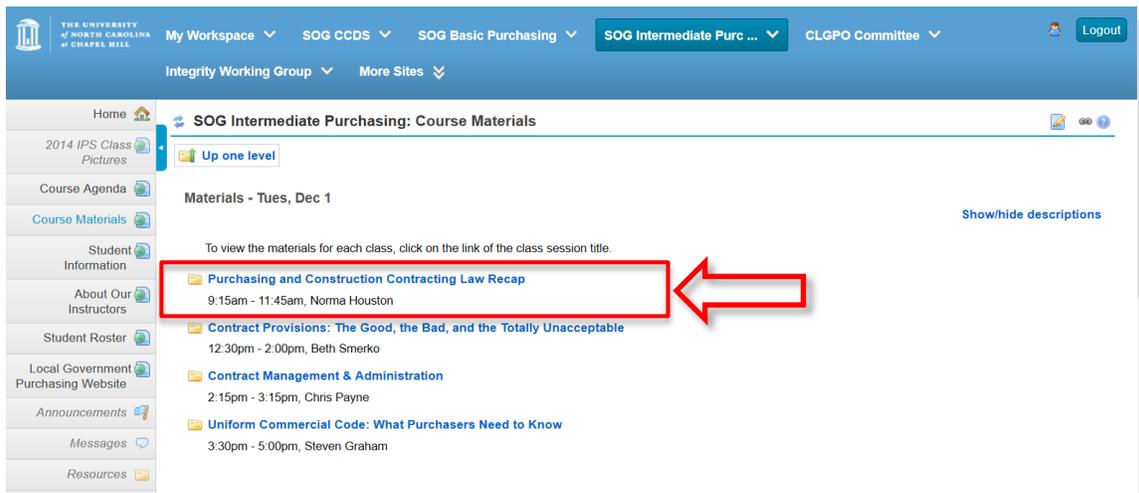


The screenshot shows the Sakai LMS interface for the 'Intermediate Purchasing Seminar' course. The top navigation bar includes 'My Workspace', 'SOG CCDS', 'SOG Basic Purchasing', 'SOG Intermediate Purc ...', and 'CLGPO Committee'. The left-hand navigation menu includes 'Home', '2014 IPS Class Pictures', 'Course Agenda', 'Course Materials', 'Student Information', 'About Our Instructors', 'Student Roster', 'Local Government Purchasing Website', 'Announcements', 'Messages', 'Resources', and 'Statistics'. The main content area displays the course title 'Intermediate Purchasing Seminar' for 'December 1-3, 2015' in 'Room 2601, Knapp-Sanders Building'. It lists course times: 'Tues, Dec 1st: 8:30-5:00', 'Wed, Dec 2nd: 9:00-5:00', and 'Thurs, Dec 3rd: 9:00-3:30'. A welcome message states: 'Welcome to the 2015 Intermediate Purchasing Seminar Course Site! On this site you will find electronic versions of course'.

### Step 3:

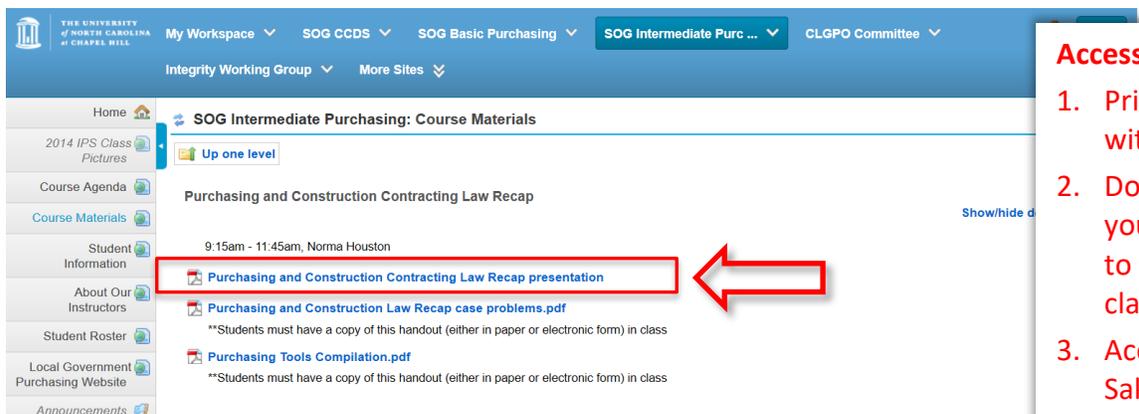


The screenshot shows the 'SOG Intermediate Purchasing: Course Materials' page. A red box highlights the link 'Materials - Tues, Dec 1' with a red arrow pointing to it from the right. Below this link, there is a sub-link: 'To view the materials for each class, click on the link of the class session title.'



The screenshot shows the 'SOG Intermediate Purchasing: Course Materials' page with 'Materials - Tues, Dec 1' selected. A red box highlights the link 'Purchasing and Construction Contracting Law Recap' with a red arrow pointing to it from the right. Below this link, there is a sub-link: 'To view the materials for each class, click on the link of the class session title.'

### Step 4:



The screenshot shows the 'SOG Intermediate Purchasing: Course Materials' page with 'Purchasing and Construction Contracting Law Recap' selected. A red box highlights the link 'Purchasing and Construction Contracting Law Recap presentation' with a red arrow pointing to it from the right.

#### Access Options:

1. Print and bring with you to class
2. Download to your computer to view while in class
3. Access from the Sakai site on your computer to view while in class

**Returning to the IPS Sakai Site:** If you log out and want to access the course site again, simply do the following:

1. Go to <https://www.unc.edu/sakai/>
2. Click on “**non-onyen login**” in the right corner of the webpage
3. Log in with the same email address you used when you set up your account
4. Choose your course (SOG Intermediate Purchasing) at the top of the page.

**Forget your password?** No problem! Simply click on the following link to reset it: <https://sakai.unc.edu...ai.unc.edu/portal/site/resetpw>

**We look forward to seeing you in Chapel Hill!**