Collaboration & Learning Tools @ Albany Medical College
Getting Started for Online Students

What is Sakai?

The Sakai Learning Management System (LMS) at Albany Medical College supports online teaching and distance learning courses. Sakai is where Bioethics students will access all online course materials including assignments, exams, discussion forums, handouts, etc.

How do I get to Sakai?

1. The web link (URL) for the AMC Sakai homepage is: http://sakai.amc.edu/
2. Sakai is accessible through any web browser (ie. Internet Explorer, Firefox, Safari)

How do I log in to Sakai?

1. Type your AMC Network username and password into the user id and password fields on the Sakai homepage and click the Login button.
2. Sakai Username: Typically: [the first 6 letters of the last name][first initial]
   Example: Susan Larson = “larsons”

How do I get help with my Sakai login?

Information Services Help Desk (24/7)
   Phone Number: 262-5000
   Email Address: helpdesk@mail.amc.edu
   Account/Password Self-Service: https://www.amc.edu/AccountSelfService/
**Where do I find my courses?**

When you first login to Sakai, the first page you see is a personalized homepage called **My Workspace**. When you are logged in, your name will appear in a window at the bottom left of the screen and underneath the Account Status Tool.

The three ways to access your courses are:

1. Click on the **Membership** link on the left-hand navigation menu to see all courses.
2. The **blue navigation toolbar** running along the top of the page will provide quick links to a few of the courses (the links displayed can be customized under **Preferences**).
3. Click the drop-down arrow next to the **My Active Sites** list to display all of the courses. This menu is available on every page within Sakai, eliminating the need to go back to My Workspace to access other courses.

**How do I know which links are for my course?**

BioEthics course links use the following format:

Alden March BioEthics Institute (AMBI) + Course Number (505) + Term (Spring 2010)

ie. AMBI 505 - SP10
What else is on my Workspace?

**Schedule:** Display an overview of all calendar items entered across all Sakai courses which you are enrolled in.

**Resources:** An area to upload and store personal documents.

**Announcements:** Displays an overview of announcements entered across all Sakai courses which you are enrolled in.

**Preferences:** Area to choose which email notifications you which to receive. Also customize which links are visible on the top menu or drop-down menu.

**Account:** Username and email information.

**Help:** Sakai Help guide with instructions provided by the Sakai Foundation

How do I find my course materials and assignments?

To access course materials and assignments, click on the link for the course title (ie. AMBI 505 – SP10) and you will be brought to the homepage of the course.

Most of the courses will have the same primary navigation menu on the left-hand side of the page.

These tools include, but are not limited to, the following:

**Announcements**
The Announcements tool allows instructors to post news, reminders, and events.

**Syllabus**
The instructor will distribute information about grading policies, requirements, etc. in this area.

**Forums**
The online courses heavily use discussion forums and most will grade the students on their submissions and participation.

**Assignments**
Use this link to locate and submit written assignments.

**Schedule**
The Schedule tool allows posting of items in a calendar format. The calendar features day, week, month, year, and flat list views. Many instructors use the Schedule tool to post readings for each class on the day they are due to be read.
How do I download iTunes?

2. Follow the download and install instructions for both PC and Mac.

How do I contact my instructor?

Use the course Mailtool, Messages, Discussion Forum or private email to contact the instructor.

What if I have other questions about my online courses?

Please contact the Department of Bioethics:

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