Every course at WLU has a course site in Sakai, the university’s learning management system (LMS). While online courses are delivered fully via Sakai, all classroom-based and hybrid courses will utilize the LMS to some extent. For example, your instructor may have you obtain your syllabus, take your tests, submit your assignments, access learning materials, and/or see your grades online. Your instructor determines how much they want to use Sakai for each course they teach.

* You will not see your courses in Sakai until the Thursday before each term begins.
* Schedule changes in Sakai are processed twice daily, Noon and 8pm. Therefore, you will not have instant access to new courses.

Most browsers work well with Sakai including Chrome, Firefox, and Safari. We do NOT recommend Internet Explorer or Microsoft Edge. Sakai can be used on desktops, laptops, and mobile devices. Be aware that the presentation is slightly different on mobile devices and that iPads do not support uploading documents. Your smart phone is NOT a plan for working online!

**Accessing Sakai**

1. Go to https://westliberty.edu/go-wlu/.
2. Click the **WLU – Single Sign-On** button. This button will redirect you to the university’s Single Sign-On (SSO) portal.
3. Select **AD – campus.westliberty.edu**
4. Login using your active directory (AD) credentials. Your AD credentials are provided to you by the IT department.
5. From the list of available applications, select **Sakai.** A new browser window will open with Sakai.
6. Click on the **West Liberty Login** button in the upper right corner of the screen.

The SSO portal will log you into Sakai. You will see the My Workspace area.  There is a Sakai update this July that will change the look of the My Workspace area. You will use Sakai 23 for your courses this fall.

**Password Help**

If you forget your password or decide you want to change it, you will use WLU's Self Service Reset Password Management (SSRPM) System. **You must register for this system using the SSRPM link inside the WLU - Single Sign-On portal.** For detailed instructions on this task, visit https://westliberty.edu/it/helloid-sso-guide/. If you need further assistance, please submit an IT Help Ticket.

**Sakai Help**

The Center for Teaching, Learning, and Online Education can help with a variety of technical issues while working in Sakai. For example, difficulty submitting an assignment.  You can open a Sakai Help Ticket from the GO WLU page. You can also find a link to the Sakai help ticketing system in the My Workspace area of Sakai.

**PLEASE NOTE: The Center for Teaching, Learning, and Online Education is unable to assist with password, email or WINS issues. Password and email issues should be directed to IT and WINS to the Registrar’s office.**

**Orientation to Online Learning**

You will participate in an orientation to online learning as part of your Hilltop Experience course this fall. This orientation will cover topics such as:

* Basic technology requirements
* Appropriate online learning communication
* Resources for help with online learning
* Time management in online learning
* Determining personal readiness for online learning
* Using Sakai tools

**Contact Information**

For Sakai questions, please submit a Sakai Help Ticket.

General questions about online courses can be sent to online@westliberty.edu.