

INSTRUCTIONS FOR ACCESSING SAKAI

TO BE COMPLETED NO LATER THAN MONDAY, JUNE 1st

- MATH PLACEMENT EXAM - All students
- PRE-ORIENTATION INTEREST SURVEY - All students
- LANGUAGE PLACEMENT EXAM(S) - All students who have taken a language

Access Sakai at <https://sakai.providence.edu> and enter your Sakai username and password. (Your Sakai username is the left-hand half of your email address.) After logging in, your screen should resemble this:

The screenshot shows the Sakai user interface for Providence College. At the top left is the Providence College logo. The top right shows the user's name 'Adam' and a 'Sites' waffle icon. A red box highlights the 'Home' button in the top left navigation bar, with a red arrow pointing to it. Another red box highlights the 'Sites' waffle icon, with a red arrow pointing to it. A third red box highlights the 'Announcements' section, which contains a message: 'Subject: Welcome to PC!'. A red arrow points from the 'Announcements' section to a callout box. A fourth red box highlights the 'Home' button, with a red arrow pointing to it. A callout box points to the 'Home' button.

You'll land in your "Home" site. The top of the screen is where you can switch between sites, using the Sites "waffle."

Announcements appear here. Please check to see if there are any notifications about the system or the tests.

Clicking on the Sites “waffle” lists the sites you can access. You can click a site name to visit it, or you can click the “star” in order to make it a favorite and have it appear in your menu bar.

Once you are in a site, click the tool in the sidebar to begin a test or survey.

You should try to complete each subject in one sitting. If you get interrupted, you can pick up where you left off as long as it’s within a day of your starting the test.

If you need to retake a test, you can – but the tests are intended to be an accurate reflection of your skills. You do not need to get the highest score possible.

If you need assistance with...	Contact	
General academic advising	Academic Advising Office	401-865-2177
Access to Sakai	IT Helpdesk	401-865-HELP (4357) or sakaihelp@providence.edu
Placement tests	Academic Advising Office (your question will be referred to the appropriate office)	401-865-2177