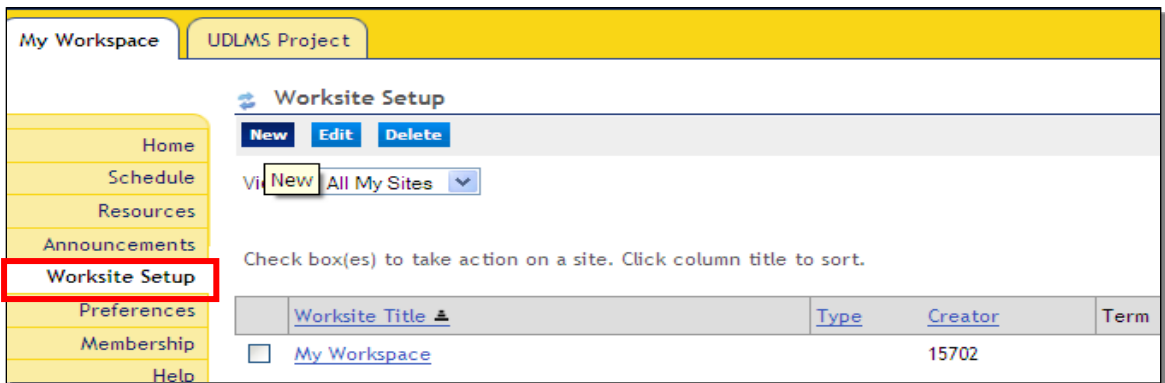


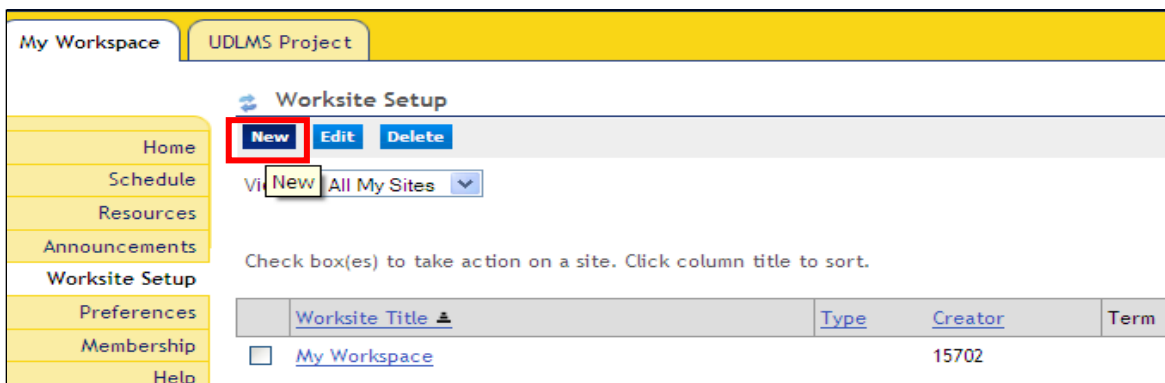
# Creating a Sakai@UD Course Site

This is an overview of the Sakai@UD course site creation process. For more in depth information, visit <http://www.udel.edu/sakai>

1. If you are listed as the instructor for a course section in UDSIS, you can create a Sakai@UD site for that section. First, go to **My Workspace** and click **Worksite Setup**.



2. To create a new course site, click **New**.



- Course site is the default selection for site type. From the drop-down list on the right choose the semester for the course you want to create. If you are teaching a course that includes both undergraduates and graduates, choose one category. You will be able to add more rosters once the site will be created.

The screenshot shows the 'Worksite Setup' page for a 'UDLMS Project'. The 'Site Type' section is active, with 'course site' selected. The 'Academic term' dropdown menu is open, showing options: 'UGRD 2009 Sum', 'UGRD 2009 Sum', 'GRAD 2009 Sum', 'UGRD 2009 Fall', and 'GRAD 2009 Fall'. The 'Continue' button is highlighted.

- After you choose the category and semester, click the **Continue** button.

The screenshot shows the 'Worksite Setup' page for a 'UDLMS Project'. The 'Site Type' section is active, with 'course site' selected. The 'Academic term' dropdown menu is open, showing the option 'UGRD 2009 Fall'. The 'Continue' button is highlighted.

- The course list that appears is populated directly from UDSIS. If you do not see a course for which you are the instructor, you should contact your HR liaison to make sure that you are listed as the instructor of record in UDSIS. If that does not resolve the issue, your HR liaison should contact the IT HelpCenter.
- Check the box next to the desired course section(s). Note: If you select more than one roster, all selected rosters will be in one Sakai course site.

- Scroll to the end of the list, and then click the **Continue** button.
- Verify your contact information and click the **Continue** button.

9. In the box provided type information such as course description and contact information. Press the **Continue** button at the bottom of the screen.

My Workspace UDLMS Project

Worksite Setup

Course Site Information

Enter basic information about the course site...

You are setting up a course site for the following roster(s):

09F-ENGL110024: CRITICAL READING & WRITING [Remove](#)

\* Site Title 09F-ENGL110024: CF

Description (displayed on the site's homepage)

USERS PRESENT:  
Janet DeVry

10. A list of available tools appears. Default tools are pre-checked. Note: You can add or delete tools now or come back to it once the site is created.

My Workspace UDLMS Project

Worksite Setup

Course Site Tools

Choose tools to include on your site...

<input checked="" type="checkbox"/>	Home	For viewing recent announcements, discussion, and chat items.
<input type="checkbox"/>	Announcements	For posting current, time-critical information.
<input type="checkbox"/>	Assignments	For posting, submitting and grading assignment(s) online.
<input type="checkbox"/>	Blogs	Blog entries for site participants.
<input type="checkbox"/>	Chat Room	For real-time conversations in written form.
<input type="checkbox"/>	Forums	Display forums and topics of a particular site

USERS PRESENT:  
Janet DeVry

11. Scroll down to the bottom of the screen. When you see the screen prompt, **Re-use Material from Other Sites You Own**, stay with the default, **No, thanks.**, then click **Continue**.

The screenshot shows a dialog box with the following 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.
- Tests & Quizzes For creating and taking online tests and quizzes.
- Web Content For accessing an external website within the site.
- Wiki For collaborative editing of pages and content

Re-use Material from Other Sites You Own

No, thanks.

Yes, from these sites:

- 00 WebCT
- 09F-ENGL110017: CRITICAL READING & WRITING
- 09F-ENGL110021: CRITICAL READING & WRITING
- 09J-SFI: Sakai Track
- CHEP Q&A

Note: To select more than one item, hold down the CTRL key (Windows) or the Apple key (Mac) and click your selections.

12. If you publish a course site, registered students will have access two weeks before classes begin. If you do not want anyone other than yourself to have access to your course, uncheck the box. Once you have decided whether or not to publish site, click **Continue**.

The screenshot shows the 'Worksite Setup' dialog box with the following content:

My Workspace UDLMS Project

Worksite Setup

Course Site Access

Set access options for your site...

Site Status

Publishing your site makes it available to the site participants. Global access settings allow you to decide who has access to your site once it is published. You can change these settings later by going to Site Info.

Publish site

13. Before creating your course site, review your site information.

My Workspace UDLMS Project

Worksite Setup

Confirm Your Course Site Setup

Confirm your site setup selections...

Please review the following information about your site. If this information is correct, click Create Site. If you need to make changes, click the Back button at the bottom of the page. To make changes to this setup later, go to Site Info within your site.

You are setting up a class site that includes the following class/sections:

09F-ENGL110024: CRITICAL READING & WRITING

Site Title	09F-ENGL110024: CRITICAL READING & WRITING
Tools	Home Resources Section Info Site Info
Available To	Site participants only
Included on public sites list	Yes

USERS PRESENT:  
Janet DeVry

Home  
Schedule  
Resources  
Announcements  
Worksite Setup  
Preferences  
Membership  
Help

Create Site Back Cancel

14. Click the **Create Site** button.

Available To	Site participants only
Included on public sites list	Yes
Icon URL	No icon provided
Site Contact Name	Janet DeVry
Site Contact Email	jane@UDel.Edu
Short Description	No short description provided
Site URL Alias	
Description	
Contact information	

Create Site Back Cancel

15. Your course site is now created. Click the tab to access your new site.

My Workspace UDLMS Project 09F-ENGL110024: CRITICAL READING & WRITING

Message of the Day Options

Recent Announcements

Announcements

View All

Viewing 1 - 3 of 3 items

show 20 items...

Subject	From	Site
Sept 23 and 24 Collaborative Learning Event	Janet DeVry	LMS Committee Proj.

Home  
Schedule  
Resources  
Announcements  
Worksite Setup  
Preferences  
Membership  
Help

16. You can now begin to customize your course site.

