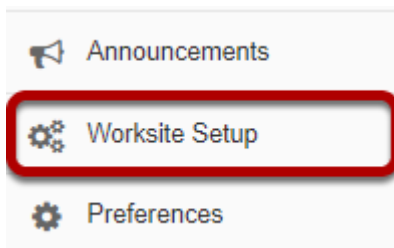


How do I create a new course or project site?

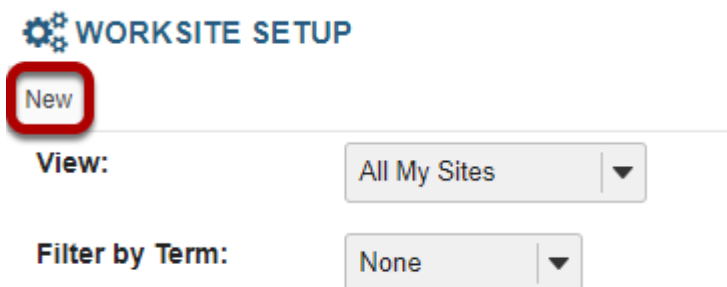
If you have the appropriate permissions to create new course or project sites, you may do so from either [Worksite Setup](#) or [Sites](#) in your Home area.

Go to Worksite Setup.

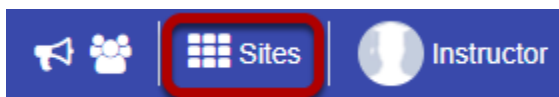


Select the **Worksite Setup** tool from the Tool Menu in Home.

Click New.

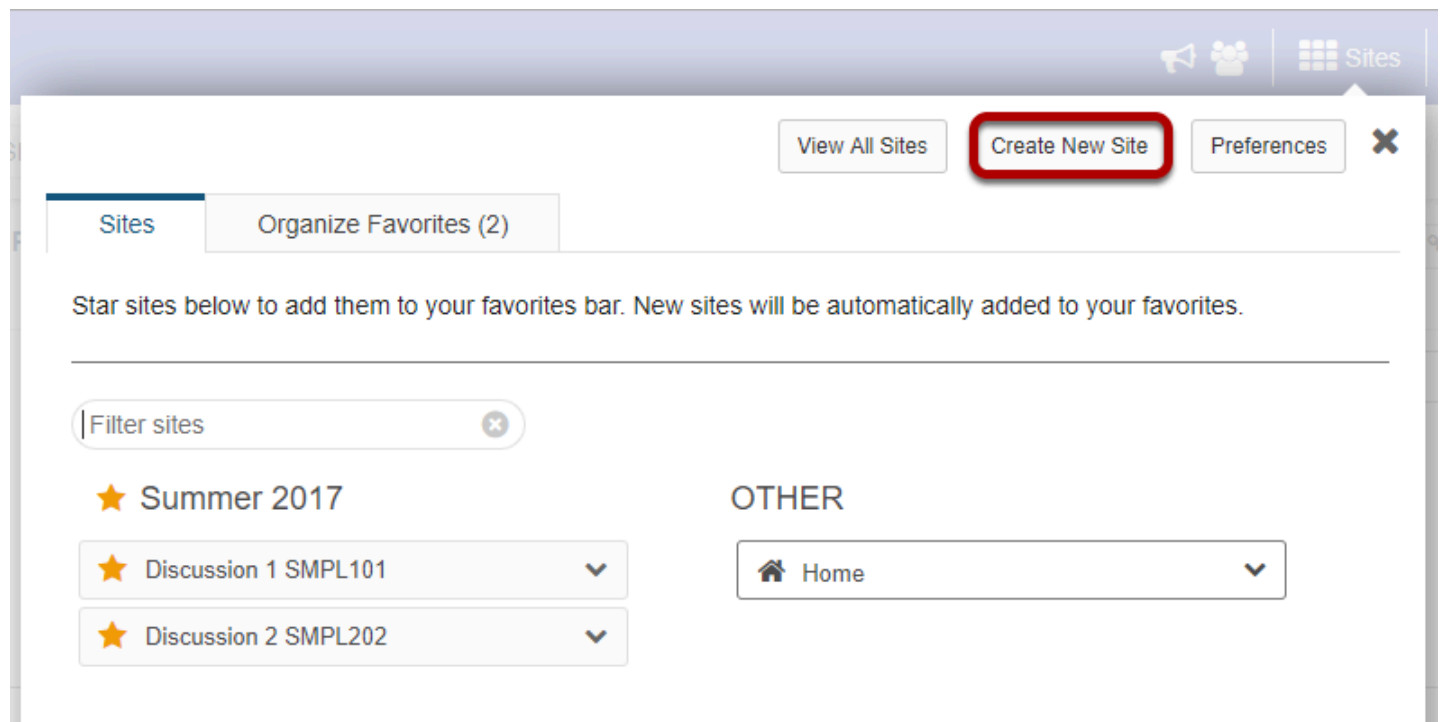


Or, go to Sites.



Click on the **Sites** link to view your sites drawer.

From your sites list, click Create New Site.



For Course sites only.

Select course site, the term and site template. Then click Select Course.

Create Site

Choose the type of site you want to create.

COURSE SITES: Only instructors can create official Sakai course sites. Support staff can create course sites for teaching courses may need to request a course be created for them by contacting help@oit.duke.edu

PROJECT SITES: Duke faculty, staff and students may create Sakai project sites, but must agree to the Terms of Use

☒ course site

* **Academic term:**

Site Template:

☐ project site

☐ Create site from archive

This allows you to use an existing site archive as a base for your new site, content from the archive will be added to the new site. Content from the site archive will be imported into the new site.

You can add or remove tools from either type of site at any time.

Select Course

Cancel

Select the course.

Course/Section Information

Course/Section(s) Selection - 2018 Fall Term

Please select the appropriate course/section(s) to add to your site. Selecting multiple class/sections will combine them

GLHLTH 210 GLOBAL HEALTH ETHICS Use Official Description

☒ GLHLTH.210.02.F18 Lecture ☐

PUBPOL 330 GLOBAL HEALTH ETHICS Use Official Description

☐ PUBPOL.330.02.F18 Lecture ☐

ICS 397 GLOBAL HEALTH ETHICS Use Official Description

☐ ICS.397.02.F18 Lecture ☐

RIGHTS 330 GLOBAL HEALTH ETHICS Use Official Description

☐ RIGHTS.330.02.F18 Lecture ☐

GLHLTH 393 RESEARCH IND STUDY IN GH Use Official Description

☐ GLHLTH.393.14.F18 Ind Study ☐

GLHLTH 750K HEALTH SYSTEMS Use Official Description

☐ GLHLTH.750K.01.F18 Lecture ☐

[Add course\(s\) and/or section\(s\) not listed above...](#)

Your site will be created - but left unpublished. To make it available go to "Site Info > Manage Access" in the new site.

Check the box to the left of the course name.

Note: If you select multiple courses or sections, they will be **combined** into **one Sakai course site**.

For cross-listed courses or sites with multiple rosters: choose **ONE** course in this list that has the **most appropriate name** for the course site (cannot be changed later). Additional rosters can be added after the site is created through Site Info, Edit Class Rosters.

Click Done.

For academic staff and TAs creating sites on behalf of faculty.

Select course from drop-down menus.

Course/Section Information

Course/Section(s) Selection - - 2016 Fall Term

Add course(s) and/or
sections(s) not listed
above...

Please find course/section by entering the information below

Subject:

Accounting

Course:

ACCOUNTG 591 MANAGERIAL ACCOUNTING

Section:

Select
ACCOUNTG.591.101.F16
ACCOUNTG.591.102.F16

Current Selection:

ACCOUNTG.591.102.F16 (Requested)

[Save and add another section](#)

[Still cannot find your course/section?](#)

Click Continue.

Confirmation of Instructor or Delegate

In order to continue setting up a course site, you must select one of the following:

- ☐ You are the Instructor of record for this course.
- ☒ You have been asked to create a Sakai site by the instructor (or the instructor's delegate).
- ☐ You are a Student in this course.
- ☐ None of the above options match my association with this course.

Done **Back** **Cancel**

Only Instructors and approved delegates should create course sites.

TYPE "INSTRUCTOR" TO CONFIRM COURSE SITE CREATION.

Confirm **Cancel**

Confirm you are an instructor or the instructor's delegate. **Students are not allowed to create course sites. Type INSTRUCTOR in the text box to confirm.**

Click Done.

Duke University **Sites**

Home WRITING.205S.01.F18 ENGLISH.90S.01.F18

WRITING.205S.01.F18 has been created. **Publish Site**

WORKSITE SETUP

New

View: All My Sites

Filter by Term: None

A **link** to your new site will appear in a pop-up window. The site can be published immediately by clicking Publish Site.

Newly created sites show up automatically under the **Sites icon** and in the **Sites bar** under the Duke header.

For Project Sites Only.

Select project type. Click Continue

Create Site

A site can be created in a number of different ways:

This is for experienced users and lets site owners add individual site tools.

☐ course site

☒ project site

You can add or remove tools from either type of site at any time.

[Continue](#) [Cancel](#)

Accept the terms of service. Select the purpose.

The screenshot shows the 'Terms Of Service' page in the Sakai interface. A sidebar on the left contains navigation links: Overview, Profile, Membership, Calendar, Resources, Announcements, Worksite Setup (highlighted), Preferences, Account, Search, Sakai Support Site, Duke WebEx, Delegated Access, Become User, and Help. The main content area is titled 'Terms Of Service' and contains the following text:

Terms and Conditions

By setting up a Sakai Project site, you are personally agreeing to the following Terms and Conditions:

(1) I understand that use of Duke's instance of Sakai requires adherence to Duke's acceptable use guidelines and that access may be revoked for any participant (whether from Duke or from outside of Duke) who does not follow these guidelines or the Duke Sakai Terms and Conditions.

(2) I understand that as the project site administrator, I have sole responsibility for informing participants in the project site about the nature of its availability - i.e. whether it is generally available, viewable by authorized users, etc. - and about any changes I may make at a later time to its availability.

(3) I understand that use of Duke's Sakai instance is subject to university data retention policies, and that Sakai project sites may be removed or archived by the university at a later time in accordance with published, formal guidelines. Furthermore, I understand that Sakai is not an archival repository and should not be used with the intent of providing open-ended, long-term storage for project site contents.

(4) I understand that I will be responsible for providing support to any third party, non-Duke participants in my Duke Sakai project site.

(5) I understand that the Terms and Conditions may be modified at a future date in accordance with the Duke Sakai governance procedures.

Below the terms, there are radio buttons for 'Accept' (selected) and 'Decline'. Below that is a dropdown menu with the text '* Academic resource for one or more formal courses'. At the bottom, there are two buttons: 'Create Site' and 'Cancel'. Three red arrows with numbers 1, 2, and 3 point to the 'Accept' radio button, the dropdown menu, and the 'Create Site' button, respectively.

1. Review and accept the Terms of Service.
2. Indicate the purpose of the project site you are creating.
3. Click **Create Site** to finish.

Define your site.

WORKSITE SETUP

Project Site Information
Enter basic information about the project site...

A * means required information.

*** Site Title** 1.

Site URL

Site Language 2.

Description (displayed on the site's home page) 3.

Source

St... - Fo... - Font - Size - A - B - X

Words: 0, Characters (with HTML): 0/1000000

Short Description (displayed in publicly viewable list of sites. Max 80 characters)

Icon URL

*** Site Contact Name** 4.

Site Contact Email

Intended primary use for the site 5.
☐ * Test space to learn more about Sakai functionality

1. Title your project site
2. Choose the default language.*
3. Provide a description for the site.
4. Enter the site's contact information.
5. Click Continue.

*If desired, you can change the default language for your site to any of the available languages listed. Languages in this list will vary depending upon the language pack(s) installed on your instance. Click on the desired language to select it.

The information entered into the description area will appear on the site's home page.

Select site tools.

Course Site Tools

Choose tools to include on your site

General

☒ Overview

For viewing description of the site. May include relevant announcements, documents, and chat links.

☒ Announcements

For posting current, time critical information.

☐ Assignments

For posting, submitting and grading assignment(s) online.

☐ Calendar

For posting and viewing deadlines, events, etc.

☐ Chat Group

For real time conversations in written form.

☐ Comments

A basic commenting system that allowing users with an LMS Browser Account and the proper rights.

☐ Content List

A site-based and dynamically updating list.

☐ Group Blog

For provide the sharing between instructor and student.

☐ Email

Send mail to select participants in your site.

☐ Email Address

For viewing email used in the site.

☐ External Tool

Launch external tools using LMS Learning Tools Interoperability.

☐ Forums

Enable forums and topics of a particular site.

☐ Gradebook

The next generation gradebook tool for the Future LMS.

☐ Journals

For creating content modules and resources, can be organized by user or user.

☐ Messages

Display messages between users of a particular site.

☐ News

For viewing content from RSS News Feeds.

☐ Participants

For managing individual participant and participant list information.

☐ Polls

For anonymous polls or voting.

☐ Quiz

For posting individualized test to each user in the site.

☐ Resources

For posting documents, URLs to other websites, etc.

☐ Search

For viewing the site participants list.

☐ Search

For searching content.

☐ Section Info

For managing sections within a site.

☐ Sign-Up

For creating online registration for meetings and other events.

☒ Site Info

For viewing website information and site participants.

☐ Statistics

For viewing site statistics by user, month or instructor of the site.

☐ Subsites

For posting a summary outline and/or requirements for a site.

☐ Tools & Utilities

For creating and testing online tests and quizzes.

☐ Web Content

For displaying external resources or an external website within the site.

☐ Web

For collaborative writing of pages and content.

Selected tools

Remove

Overview

X

Announcements

X

Site Info

X

Exclude Modules for automatic rendering of LaTeX and AsciiMath in the site. (LMS102)

☐

Place a check mark next to any tools that you would like to use in the project site.

Re-use existing material.

Re-use Material from Other Sites You Own

☒ No, thanks.

☐ Yes, from these sites:

Discussion 1 SMPL101

Discussion 2 SMPL202

Note: To select more than one item, hold down the Ctrl key (Windows) or the Command key (OS X) and click your selections.

You may choose to re-use material from other sites that you own. Choose either **No** or **Yes** for this option. (If you select Yes, indicate the site(s) from which to copy content in the list shown below.)

How do I create a new course or project site?

Page 10

Click Continue.



Configure site access.

Course Site Access

Set access options for your site...

1 Site Status

Publishing your site makes it available to the site participants.

☒ Publish site - accessible to all site participants

☐ Leave as Draft - accessible only to site maintainers

2 Additional Access

As well as site members, you can allow other people to access your site without being a member of the site.

3 General

☐ Anyone (including non-logged in)

☐ Logged in users

4 Site Visibility

Display in Site Browser

5 Global Access

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.

In addition to the participants you've added, you can open your site so that anyone with a valid login can join it.

☒ Limit to official course members or to those I add manually (recommended)

☐ Allow any QA01 user to join the site

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1. **Site Status:** Select to **Publish** the site, or **Leave as Draft** (i.e. unpublished). Unpublished sites are only visible to site owners, not other participants such as students.
2. **Additional Access:** In addition to enrolled users, you may also elect to allow all users of a particular origin or role to have access to your site.
3. **General:** Select the type of users allowed to access the site. You may choose either **Anyone** (which includes unauthenticated users) or **Logged in users**.
4. **Site Visibility:** Displays the current status of site's visibility in the site browser.
5. **Global Access:** Choose to make site access **Limit to official course members or to those I add manually** (recommended) or **Allow any user to join the site**.
6. Click **Continue**.

Confirm site setup.

Confirm Your Project Site Setup

Confirm your site setup selections...

Please review the following information about your site. If this information is correct, click Create :

Site Title	Useful Project Site
Site URL	No URL provided
Tools	Overview Announcements Chat Room Forums Messages Resources Calendar Search Site Info Statistics
Available To	Site participants only
Joinable:	No
Included on public index of sites	Yes
Icon URL	No icon provided
Site Contact Name	Jolie Tingen
Site Contact Email	No contact email provided
Short Description	No short description provided
Site Language	No Language provided
Intended primary use for the site	* Test space to learn more about Sakai functionality
Description	No description provided.

Create Site

Back

Cancel

You will see a screen which displays all of the site settings for verification. If everything appears correct, click **Create Site**.