Creating a Sakai@UD Course Site

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

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.

![Worksite Setup](image1)

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

![Worksite Setup](image2)
3. The default selection for site type is *course site*. 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.

4. After you choose the category and semester, click **Continue**.
5. 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 Support Center.

6. Check the box next to the desired course section(s). Note: If you select more than one roster, all selected rosters will have access to one Sakai course site.

7. Scroll to the end of the list, and then click **Continue**.

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

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

![Image of a screen with options for reusing material from other sites.]

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**.

![Image of a course site setup screen.]

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

14. Click **Create Site**.

15. Your course site is now created. Click the tab to access your new site.
16. You can now begin to customize your course site.