Faculty Checklist for Using Sakai@UD Course Sites

Beginning of Semester

☐ Check the UDSIS course information to make sure you are listed as an instructor.

☐ Prepare your Sakai@UD course sites for the semester:
  ■ To make a new course site:
    □ Create the course site.
  ■ To reproduce a course site from an existing course:
    □ Duplicate the original course. (Don't forget to check all the links in the new course and add the roster for the new term!)
  ■ To copy information for individual tools from an existing course:
    □ Create the course site, specifying the tool information to import.

☐ In your courses, check links to UD Capture recordings to make sure they point to the latest versions.

□ Students registered in the rosters added to a course will have access to published sites approximately two weeks before classes begin. The date will be announced on the Sakai@UD gateway. After that date, rosters will be updated daily.
   □ Add the rosters to add your students to your course. You will not see your students listed in the Site Info or Roster tool until they have access.
   □ Publish your course when you are ready for the students to use it. To limit access, you can either unpublish the course or make participants inactive.

☐ When daily roster updates begin (see previous item), check the list of current courses to make sure your course is published and the correct rosters are added.

☐ Check UDSIS for the most accurate list of students registered for your courses. You may not see a student listed in Site Info until the student logs in to Sakai@UD for the first time. At this time, we recommend that you do not rely on the Roster tool for the most up-to-date list.

☐ Add your teaching assistants to the course site and assign them to a section, even if there is only one section. TAs should be aware that they are responsible for protecting students' PNPI. Remember that TAs cannot view an unpublished course site.
   □ In Assignments, set Permissions to let TAs grade the students' submissions in their section(s).

☐ For help, visit the Sakai@UD Support & Training site.
End of Semester

- Download student grades from the [Gradebook](#) or [Gradebook 2](#)

- Remove any [Resources](#) or [tools](#) that you didn’t use so if you [duplicate](#) the course they aren’t copied.

- Rearrange your [Resources](#), if necessary, to make it easier for students to find material.

- Approximately one month after the end of a semester, courses will be unpublished so students, assistants and guests will not have access. Each semester a notice will be posted on the Sakai@UD gateway announcing when this will occur. After that date, at their discretion, instructors can
  - republish any course and
  - make some participants inactive, if necessary.