

# 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 Remember that TAs cannot view an unpublished course site.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.