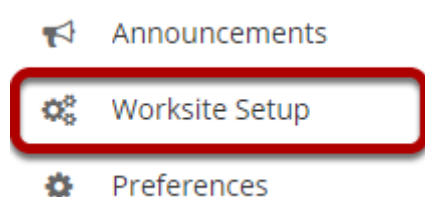


How do I create a new course or project site?

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 Create New Site.

WORKSITE SETUP [Link](#) [Help](#) [X](#)

Site List **Create New Site**

View: All My Sites
 Term: None
 [Apply View and Term](#)

Search: [Search](#) [EDIT SELECTED](#) [Delete Selected](#) Viewing 1 - 10 of 10 items [Show 20 items...](#) [|<](#) [<](#) [>](#) [>|](#)

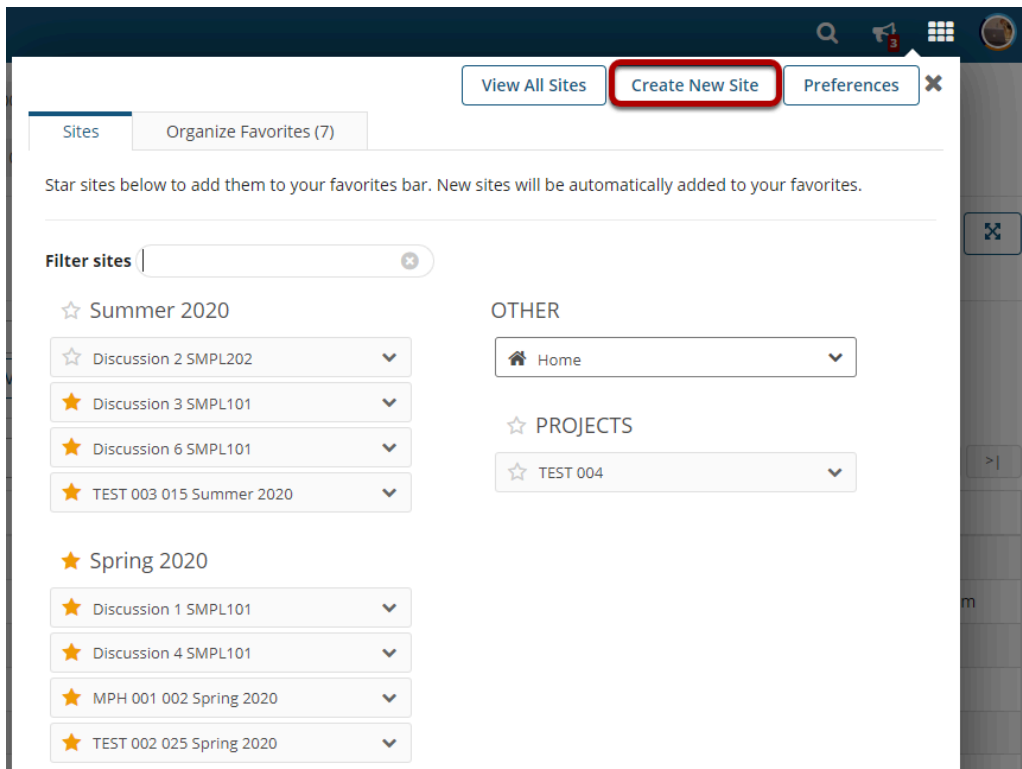
<input type="checkbox"/>	Worksite Title ▲	Type	Creator	Term	Status	Creation Date
<input type="checkbox"/>	Home ⓘ		demoinstructor		Published	Feb 6, 2020 9:40 am
<input type="checkbox"/>	Discussion 1 SMPL101 ⓘ	course	demoinstructor	Spring 2020	Published	Feb 25, 2020 10:23 am
<input type="checkbox"/>	Discussion 2 SMPL202 ⓘ	course	demoinstructor	Summer 2020	Published	Mar 2, 2020 3:18 pm
<input type="checkbox"/>	Discussion 3 SMPL101 ⓘ	course	demoinstructor	Summer 2020	Published	Apr 2, 2020 3:37 pm
<input type="checkbox"/>	Discussion 4 SMPL101 ⓘ	course	instructor2	Spring 2020	Published	Feb 6, 2020 4:33 am
<input type="checkbox"/>	Discussion 6 SMPL101 ⓘ	course	demoinstructor	Summer 2020	Published	Mar 20, 2020 9:21 pm
<input type="checkbox"/>	MPH 001 002 Spring 2020 ⓘ	course	demoinstructor	Spring 2020	Published	Mar 24, 2020 4:50 pm
<input type="checkbox"/>	TEST 002 025 Spring 2020 ⓘ	course	admin	Spring 2020	Published	Feb 6, 2020 9:36 am
<input type="checkbox"/>	TEST 003 015 Summer 2020 ⓘ	course	demoinstructor	Summer 2020	Published	Feb 17, 2020 1:28 pm

Or go to Sites.



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

From your sites list, click Create New Site.



Select the type of site.

WORKSITE SETUP

[LINK](#)[? HELP](#)

Create Site

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

☒ Build your own site

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



course site

project site

☐ Create site from template

This gives a pre-configured site which already contains a selection of hand-picked tools.

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

[CONTINUE](#)[CANCEL](#)

Choose either **course site** or **project site** depending on which type of site you want to create.

*Note: If your system has one or more template sites enabled, you may also see the **Create site from template** option.*

For Course Sites Only

If you select to add a course site, there are some additional steps.

Select the term.

WORKSITE SETUP

Create Site

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

☒ Build your own site

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

☒ course site

* Academic term: Spring 2020 ▼

☐ project site

Spring 2020

Summer 2020

☐ Create site from template

This gives a pre-configured site which already contains a selection of hand-picked tools.

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

CONTINUE

CANCEL

Select a term from the drop-down menu and then click **Continue**.

Enter course information.

WORKSITE SETUP

Course/Section Information

Course/Section(s) Selection -- Spring 2020

Please find course/section by entering the information below

1 Subject:

2 Course:

3 Section:

Current Selection:

Discussion 1 SMPL101 (Requested)

4 * Authorizer's username:

Email will be sent asking for authorization for you to create this site.

5 Special Instructions:

Please enter additional comments that may help us authorize your site request.

[Save and add another section](#)

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

6

1. Select the Subject.
2. Select the Course.
3. Select the Section.
4. The authorizer's (i.e., site creator's) username should be entered here.
5. You have the option of adding any information that may facilitate the authorization of your site request.
6. Click **Continue** to add the course site.

Enter site information.

Enter the site title.

Site Information

You have requested approval to add the following roster(s):

Discussion 1 SMPL101 (Requested)

Discussion 2 SMPL101 (Requested)

Site Title

Discussion 1 SMPL101

Term

Spring 2020

Select site language.

Site Language

User Language (default)

Description (displayed on the site)

User Language (default)

? | Source | Templates

B *I* U ~~S~~   

Styles | Format

Basque [eu] Basque

català - Espanya [ca_ES] Catalan - Spain

English - United States [en_US] English - United States

español - España [es_ES] Spanish - Spain

français - France [fr_FR] French - France

Persian - Iran [fa_IR] Persian - Iran

português - Brasil [pt_BR] Portuguese - Brazil

svenska - Sverige [sv_SE] Swedish - Sweden

Türkçe - Türkiye [tr_TR] Turkish - Turkey

Монгол хэл [mn] Mongolian

हिंदी - भारत [hi_IN] Hindi - India

中文 - 中国 [zh_CN] Chinese - China

日本語 - 日本 [ja_JP] Japanese - Japan

Short Description

(displayed in publicly viewable list of sites. Max

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.

Enter a site description.

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

Enter a short description.

You may also enter a short description (with a maximum of 80 characters). This short description will display in the publicly viewable list of sites.

Select a theme.

How do I create a new course or project site?

If your instance has a selection of themes or "skins" installed, you may select a theme from the drop-down menu. The theme controls the banners, colors, and images displayed throughout your site.

Enter the site contact information.

* Site Contact Name	<input type="text" value="Demo Instructor"/>
Site Contact Email	<input type="text" value="demoinstructor@longsigh"/>

Enter the name and email address for the site contact. (This is typically the site creator, owner, or instructor.)

Click Continue.

<input type="button" value="CONTINUE"/>	<input type="button" value="BACK"/>	<input type="button" value="CANCEL"/>
---	-------------------------------------	---------------------------------------

Click **Continue** to save your changes.

Select site tools.

Site Tools

10

General

Overview

For getting an overview of the site, including the site's design and most announcements, messages, and news.

Announcements

For creating and managing content, view HTML information.

Assignments

For posting, collecting, and grading assignments in the site.

Calendar

For creating and managing events, such as site dates, meetings, and other important dates.

Chat Room

For synchronous, real-time webchat sessions.

Comments

For creating and managing comments, including threaded messages and other threaded responses.

Content UK

For getting feedback and responses about the site or the pages.

Drop Box

For posting the sharing between the instructor and student.

Email

For sending text to select participants in the site.

Email Address

For sending email text to the site's mailing address.

External Tool

For connecting to external tools using Web Learning Tools Interoperability (LTI).

Forums

For asynchronous, webchat sessions organized by topics.

Gradesbook

For managing, displaying, and viewing grades.

Library

For creating, organizing, and collecting content modules and resources, such as web links or web.

Manager

For managing and working with other participants in the site.

News

For creating content from Web feeds.

Feedback

For adding and viewing questions and product feeds.

Polls

For creating questions, voting anonymously, and gathering results.

Profile

For displaying personal feedback and confirming when each person has accessed it.

Project plan

For creating, organizing, displaying, and viewing the plan, including documents and files, to be used throughout course.

Survey

For creating the site participants for.

Table

For creating and managing grading tables for use in the Gradesbook and a table of assessment links.

Search

For searching for content in the site.

Section title

For creating and managing sections, such as dates and dates, within the site.

Sign-up

For creating and managing registration for meetings and other events.

Site Info

For displaying and managing information and settings about the site.

Statistics

For displaying usage statistics about the site by each user, or resource.

Table

For posting an outline of the site's information, such as objectives, requirements, policies, and regulations.

Tests & Quizzes

For creating and managing tests and quizzes.

Web Content

For creating and managing content in external webchats.

Web

For creating and managing content in external webchats.

External Tools

0

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

Re-use existing material.

Re-use Material from Other Sites You Own

- ☒ No, thanks.
- ☐ Yes, from these sites:

TEST 002 025 Spring 2020

TEST 003 015 Summer 2020

TEST 004

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 provided.)

Click Continue.



Configure site access.

WORKSITE SETUP

Site Access

- 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 Sakai user to join the site
- 6**

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 **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 Course Site Setup

Confirm your site setup selections...

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

(Requested)

(Requested)

Discussion 1 SMPL101 (Requested)

Site Title	Discussion 1 SMPL101
Site URL	No URL provided
Tools	Overview Calendar Announcements Assignments Gradebook Site Info
Available To	Site participants only
Joinable:	No
Included on public index of sites	Yes
Icon URL	No icon provided
Site Contact Name	Demo Instructor
Site Contact Email	demoinstructor@longsight.com
Short Description	No short description provided
Site Language	No Language provided

Description

No description provided.

REQUEST SITE

BACK

CANCEL

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