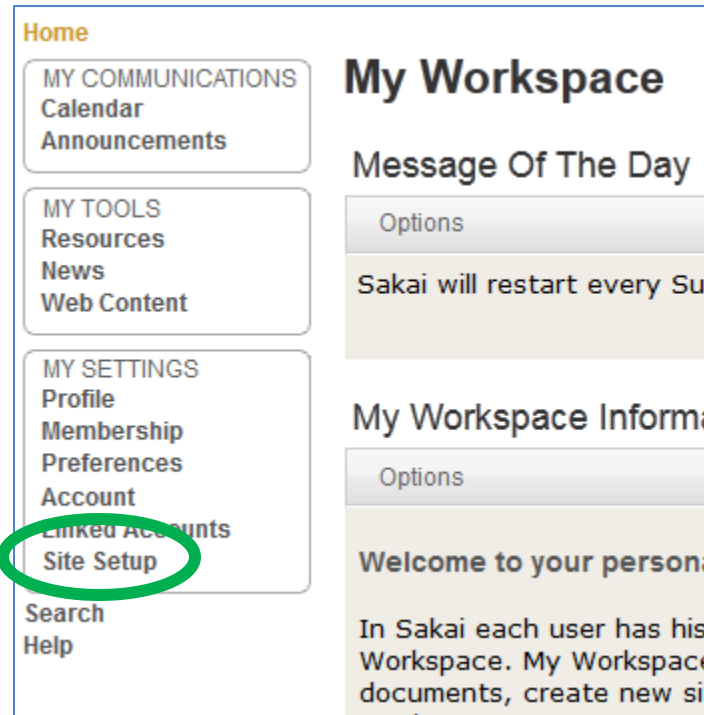


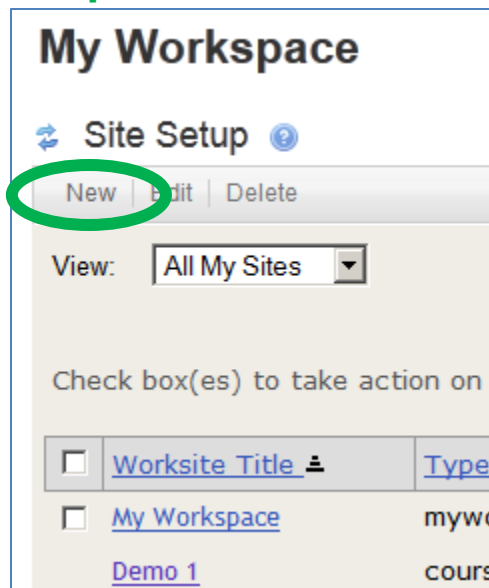
Setting up a Department Project Site

Step One: from your Sakai My Workspace (homepage), click on “Site Setup”



The screenshot shows the Sakai My Workspace homepage. On the left, there is a navigation menu with three main sections: 'MY COMMUNICATIONS' (Calendar, Announcements), 'MY TOOLS' (Resources, News, Web Content), and 'MY SETTINGS' (Profile, Membership, Preferences, Account, **Linked Accounts**, **Site Setup**). The 'Site Setup' link is circled in green. Below the menu are links for 'Search' and 'Help'. On the right, the 'My Workspace' section includes a 'Message Of The Day' with an 'Options' button, a 'My Workspace Information' section with an 'Options' button, and a 'Welcome to your personal workspace' message.

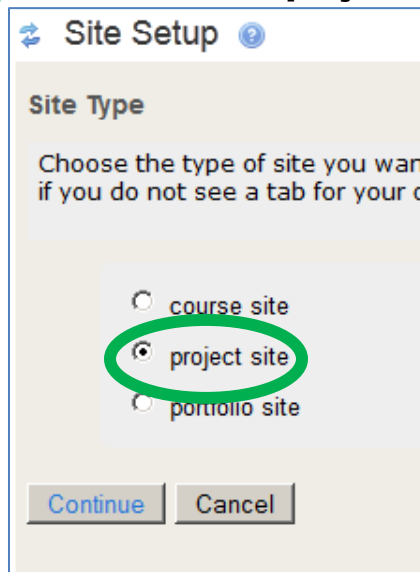
Step Two: Click on “New”



The screenshot shows the 'Site Setup' page in Sakai. At the top, there is a 'Site Setup' header with a refresh icon and a help icon. Below the header is a toolbar with three buttons: 'New', 'Edit', and 'Delete'. The 'New' button is circled in green. Below the toolbar is a 'View:' dropdown menu set to 'All My Sites'. Underneath, there is a section for 'Check box(es) to take action on'. A table lists existing sites:

<input type="checkbox"/>	Worksite Title	Type
<input type="checkbox"/>	My Workspace	mywo
<input type="checkbox"/>	Demo 1	cours

Step Three: Select “project site”



Site Setup

Site Type

Choose the type of site you want
if you do not see a tab for your c

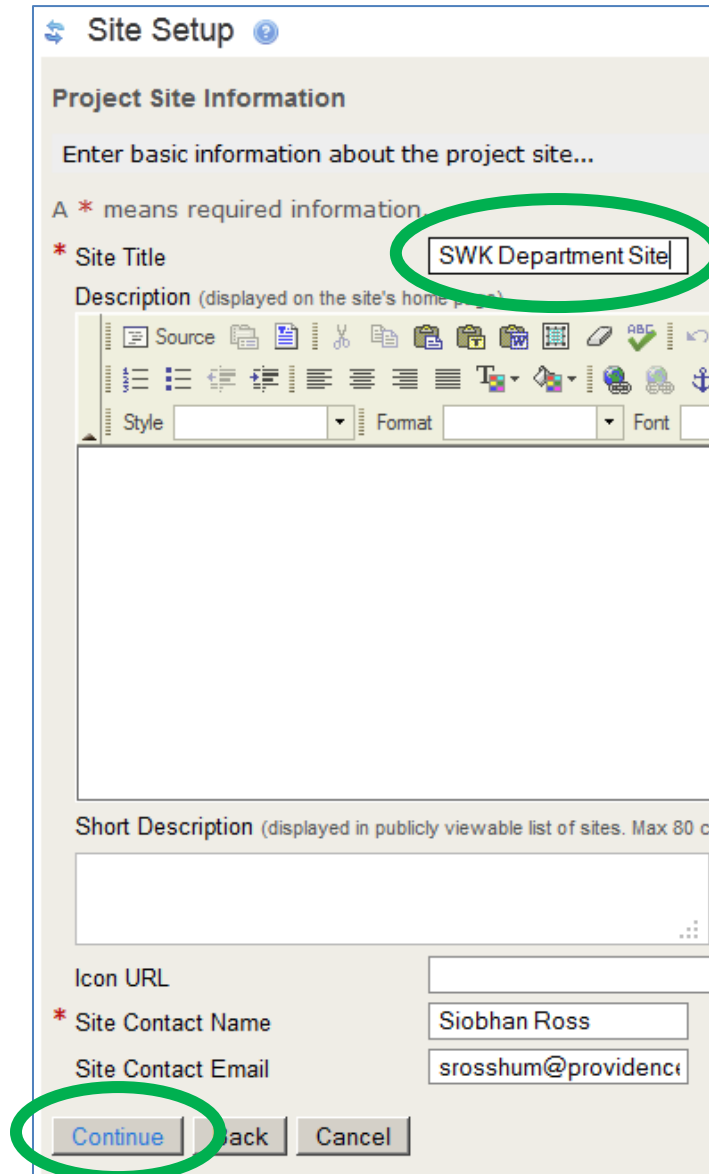
course site

project site

portfolio site

Continue Cancel

Step Four: type in a “Site Title” and click “Continue” button



Site Setup

Project Site Information

Enter basic information about the project site...

A * means required information

* Site Title

Description (displayed on the site's home page)

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

Icon URL

* Site Contact Name

Site Contact Email

Continue Back Cancel

Step Five: select the tools you want to turn on...

at a minimum I would turn on “Resources”

You can always add/remove tools after the site is created (Site Editor > Edit Tools)

Project Site Tools

Choose tools to include on your site...

<input type="checkbox"/>	All tools	Check/uncheck all tool checkboxes
<input checked="" type="checkbox"/>	Home	For viewing recent announcements, discussion
<input type="checkbox"/>	Announcements	Use Announcements to distribute information a
<input type="checkbox"/>	Assignments	Use Assignments to create and submit text-ba
<input type="checkbox"/>	Calendar	Use Calendar to post information about activiti
<input type="checkbox"/>	Chat Room	Use Chat to engage in real-time, unstructured
<input type="checkbox"/>	Clog	Use Clog to create and share individual and gro
<input type="checkbox"/>	Discussion Forums	Use Discussion Forums to create, moderate, pa
<input type="checkbox"/>	Email Archive	Use Email Archive to distribute and archive gro
<input type="checkbox"/>	Forums	Use Forums to create, moderate, participate in
<input type="checkbox"/>	Gradebook	Use Gradebook to calculate, store and distribut
<input type="checkbox"/>	Mailtool	Use Mailtool to send email messages to site pa
<input type="checkbox"/>	Messages	Use Messages to post messages to site partici
<input type="checkbox"/>	News	Use News to display a dynamic news feed (RSS
<input type="checkbox"/>	Polls	Use Polls to create and share simple polls.
<input checked="" type="checkbox"/>	Resources	Use Resources to post, store, organize, and sh
<input type="checkbox"/>	Roster	Use Site Roster to view a list of site participan
<input type="checkbox"/>	Search	Use Search to look for content within or across
<input type="checkbox"/>	Sections	Use Sections to create and manage sections in
<input type="checkbox"/>	Sign-Up	Use Sign-Up to organize office hours, review s
<input checked="" type="checkbox"/>	Site Editor	Use Site Editor to edit and manage your site.
<input type="checkbox"/>	Site Statistics	Use Site Statistics to view statistics on your s
<input type="checkbox"/>	Syllabus	Use Syllabus to create and share a course syll
<input type="checkbox"/>	Tests & Quizzes	Use Tests & Quizzes to create, edit, deliver, a
<input type="checkbox"/>	Web Content	Use Web Content to display any web page or s

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

Step Six: select options
suggestion: “publish site”, “private”, “limited”

The screenshot shows the 'Site Setup' dialog box with the following sections and options:

- Project Site Access**
Set access options for your site...
- Site Status**
Publishing your site makes it available to the site participants.
 Publish site
 Leave as Draft - accessible only to site maintainers
- Site Visibility**
Your site's existence can be kept private, or it can be displayed in the public site list.
 Private
 Display in public site list
- Global Access**
Global access settings allow you to decide who has access to your site.
Your site can be accessed by those you add as participants, or by anyone with a valid login id.
 Limited to whom I add manually, or through automatic
 Allow anyone to join the site with valid login id

At the bottom of the dialog box are three buttons: **Continue**, **Back**, and **Cancel**.

Step Seven: Click “Continue” button
Your site is created

Step Eight: add colleagues

Enter the Project Site

Click on “Site Editor” and then “Add Participants”

The screenshot shows the Sakai Site Editor interface for a site named "Demo 2". On the left, there is a navigation menu with two main sections: "COURSE TOOLS" and "SITE MANAGEMENT". Under "COURSE TOOLS", items include Syllabus, Resources, Announcements, Calendar, Assignments, Messages, Email Archive, and Gradebook. Under "SITE MANAGEMENT", items include Roster, Site Editor (highlighted with a green circle), and Site Statistics. The main content area shows the "Site Editor" page with a sub-menu containing "Edit Site Information", "Edit Tools", "Page Order", and "Add Participants" (highlighted with a green circle). Below the sub-menu, there is a table with the following information:

Demo 2	
Term	Fall 2011
Roster(s) with site access	Demo_2_1_201210 (Request)
Site URL:	https://sakai.providence.edu

Step Nine: you will need to know usernames or email addresses

You can add people with the same role or different roles (for example, the chair and the department admin can have “organizer” role and everyone else can be set to “participant” role.

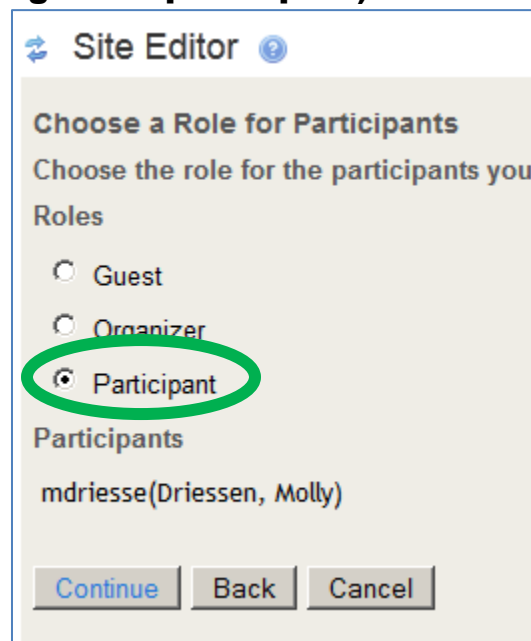
Click “Continue” button

The screenshot shows the "Add Participants" form in the Sakai Site Editor. The form is titled "Add Participants" and includes the following sections:

- Students Registered for Course:** Officially enrolled students. Edit Roster > Add Roster to add your roster name.
- Other Official Participants:** Official Email Address or Username. A text input field contains the email address "srosshum@providence.edu" and the username "dwilks".
- Participant Roles:** Two radio button options: "Assign all participants to the same role" (selected) and "Assign each participant a role individually".
- Participant Status:** Two radio button options: "Active" (selected) and "Inactive".

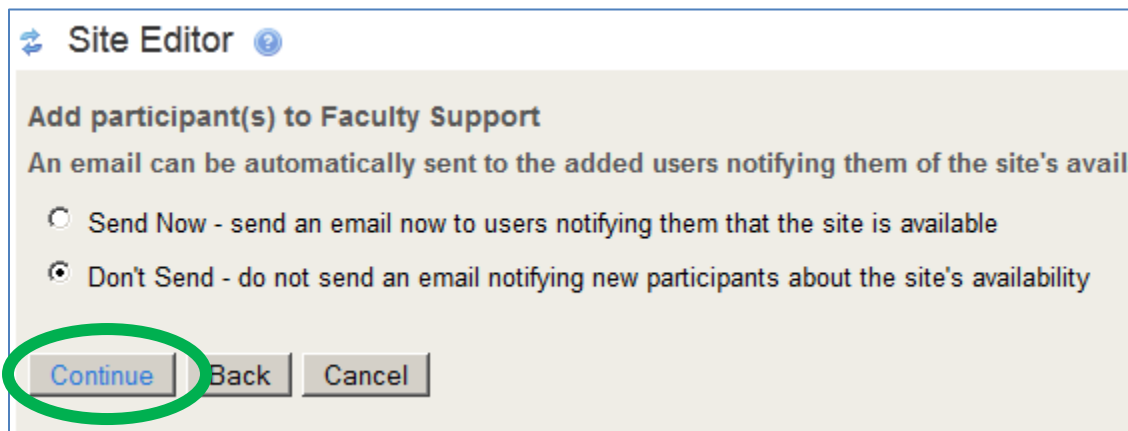
At the bottom of the form, there are two buttons: "Continue" (highlighted with a green circle) and "Cancel".

Step Ten: select role (organizer/participant) and then click “Continue” button



The screenshot shows a dialog box titled "Site Editor" with a question mark icon. The main heading is "Choose a Role for Participants". Below this, it says "Choose the role for the participants you". Under the heading "Roles", there are three radio button options: "Guest", "Organizer", and "Participant". The "Participant" option is selected and circled in green. Below the roles, there is a section for "Participants" with the name "mdriessse(Driessen, Molly)". At the bottom, there are three buttons: "Continue", "Back", and "Cancel".

Step Eleven: select to send or not to send a notification email and then click “Continue” button



The screenshot shows a dialog box titled "Site Editor" with a question mark icon. The main heading is "Add participant(s) to Faculty Support". Below this, it says "An email can be automatically sent to the added users notifying them of the site's avail". There are two radio button options: "Send Now - send an email now to users notifying them that the site is available" and "Don't Send - do not send an email notifying new participants about the site's availability". The "Don't Send" option is selected and circled in green. At the bottom, there are three buttons: "Continue", "Back", and "Cancel".

The End!

Need Help?

sakaihelp@providence.edu