Setting Up a Department Project Site

The following instructions allow you to create a new Sakai Site, which is useful for project or department site.

1. Click on the waffle icon in the top right corner of the screen to open the Sakai Sites drawer. Once the drawer is open, click on “Create New Site”.

2. Select “Project Site” and click “Continue”.

   ![Image of Sakai Sites drawer with Create New Site selected]
3. In the field, type in the Site Title. You can also include a description if you wish. Scroll down and click “Continue”.

4. Select the tools you would like to have included in the Sakai Site. When you are done, scroll down and click “Continue”.

Project Site Tools

- General
  - Overview
  - Announcements
  - Assignments
  - Attendance
  - Calendar

Selected tools
- Overview
- Calendar

Enable MathJax for automatic rendering of LaTeX and AsciiMath in this site. Learn More.
5. Typically the default settings for Site Status, Site Visibility, and Global Access are going to be the correct settings, so leave as is and click “Continue”.

6. I final review screen will appear. Click “Create Site” and the site will now appear in the “Projects” section under “Sites”.