Create your course in Sakai

You should create a course site in Sakai for each of the courses for which you are the official instructor, combining multiple section rosters as needed. During site setup, you will be able to add your official class roster(s) to your site.
**Step 1**
From *My Workspace* site menubar, select *Worksite Setup*.

Click **New** from the top row of options.

**Step 2**
On the *Site Type* screen, click on the course site radio button.

Select the **Academic term** from the drop down menu.

Click **Continue** at the bottom.

**Step 3**
Select the course roster(s) to be included in the site by checking the appropriate boxes.

*You are only creating one site at a time, but it can have multiple rosters. Please note, that selecting multiple course rosters WILL NOT create multiple course sites.*

If you do not see a Course/Section then contact your scheduling officer to determine if you are identified as the instructor of record.

To create **one course site with multiple rosters attached**, select the Group of Sections.

After checking the appropriate box click **Continue**.
On the **Course Site Information** screen, the roster(s) are listed and the **Site Title** is pre-filled.

Enter a long and/or short **description** for your site. The long description will appear on your site’s home page.

Select **Continue** at the bottom.

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**Step 5**

On the **Course Site Tools** screen, several commonly used tools are pre-selected to add to your site.

**Check** or **Uncheck** tools in the list to customize the tools for your course site.

You can elect to duplicate course sites from previous semester. Select the radial button **Yes, from these sites:**

If you choose to duplicate a course site then you must have those same tools selected from the above list.

Click **Continue** at the bottom of the screen.

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**Step 6**

If you selected the **Email Archive** and/or **Web Content** tool on the **Course Site Tools** screen, then the **Customize Tools** screen is displayed to configure these tools.

If you elected to duplicate a previous course site the **Re-use Material from Other Sites** screen is displayed. Select the material you want to re-use.

Then click **Continue** at the bottom of the screen.
Step 7

The Course Site Access screen gives you the option to Publish site.

If the box is checked then students and others you added to the site will have access.

Under the Global Access section of the Course Site Access screen, leave the default setting to prevent a listing in the public Sites Directory.

Click Continue at the bottom.

Step 8

Review the site information on the Confirm Your Course Site Setup screen.

If changes are needed, click the Back button. Otherwise, click the Create Site button to create your new site.

Repeat this process for each unique course site you want to create in Sakai.

To access your new site, you can click the site tab that appears in the site tab navigation bar. You can also view a list of all your courses in Worksite Setup.