



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

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.

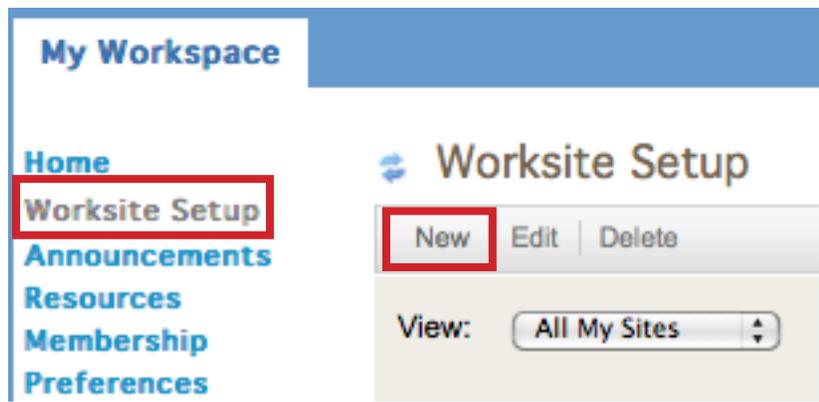
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Step 1

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

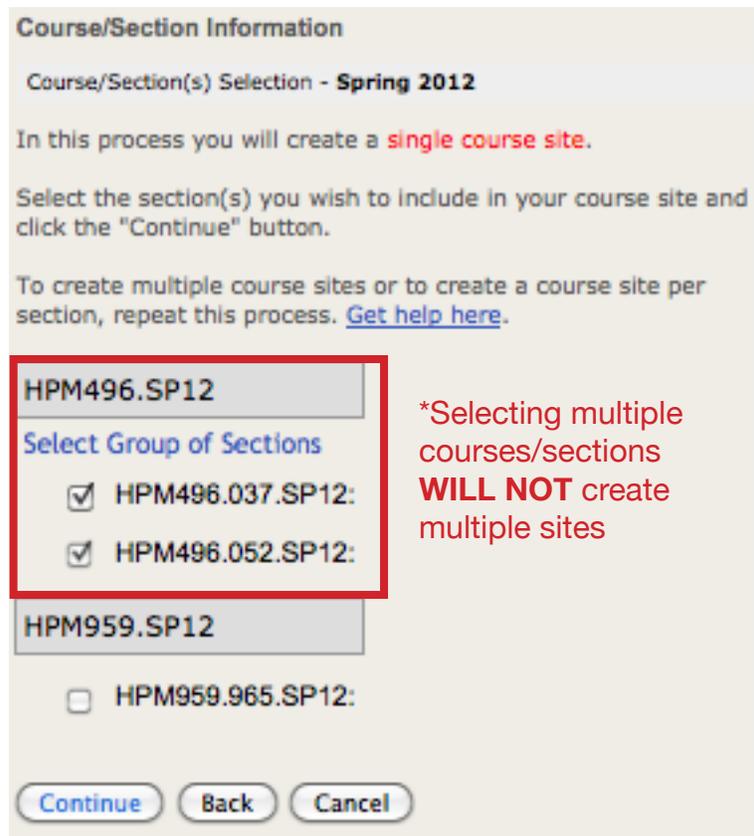
Select the course roster(s) to be included in the site by checking the appropriate boxes.

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**.



Step 4

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.

Course Site Information

Enter basic information about the course site...

You are setting up a course site for the following roster(s):

- HPM496.052.SP12
- HPM496.037.SP12

* Site Title: HPM496.037.SP12

Site URL Alias: <https://sakai.unc.edu/portal/site/>

Term: SP12

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.

Tests & Quizzes For creating and taking online tests and quizzes.

Web Content For accessing an external website within the site

Wiki For collaborative editing of pages and content

Re-use Material from Other Sites You Own

No, thanks.

Yes, from these sites:

- HPM423.971.SP11
- HPM470.001.FA11
- HPM470.967.FA11
- HPM496.029.FA11
- HPM600.01W.FA11
- HPM660.001.FA11

Note: To select more than one item, hold down the CTRL key (Windows) or the Apple key (Mac) and click your selections.

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.

Re-use Material from Other Sites

Re-use material from other sites you own...

Choose the material you want to re-use from these sites. You can combine material from more than one site (for example, Resources from several sites).

	HPM496.029.FA11
Announcements	<input type="checkbox"/>
Calendar	<input type="checkbox"/>
Gradebook	<input checked="" type="checkbox"/>
Resources	<input checked="" type="checkbox"/>
Site Stats	<input type="checkbox"/>
Syllabus	<input type="checkbox"/>

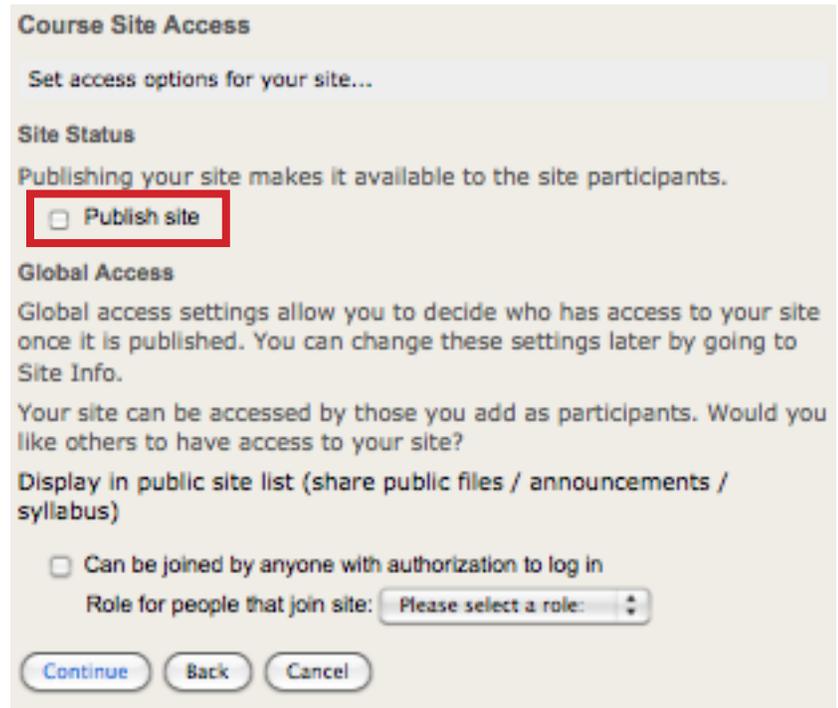
Step 7

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



Course Site Access

Set access options for your site...

Site Status

Publishing your site makes it available to the site participants.

Publish site

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.

Your site can be accessed by those you add as participants. Would you like others to have access to your site?

Display in public site list (share public files / announcements / syllabus)

Can be joined by anyone with authorization to log in

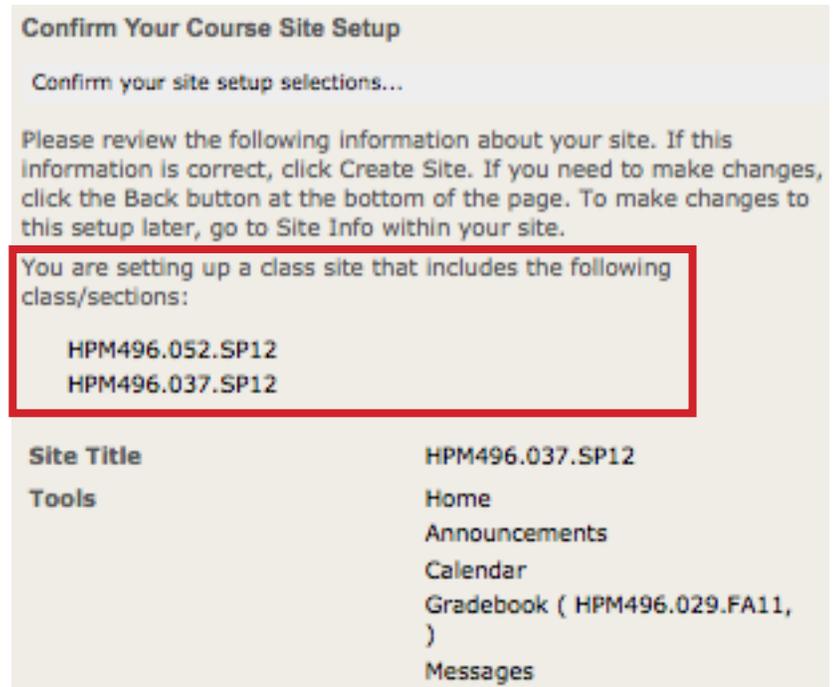
Role for people that join site:

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

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.



Confirm Your Course Site Setup

Confirm your site setup selections...

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

- HPM496.052.SP12
- HPM496.037.SP12

Site Title HPM496.037.SP12

Tools

- Home
- Announcements
- Calendar
- Gradebook (HPM496.029.FA11,)
- Messages

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**.