

# Best Practices for Site Creation/Worksite Setup Tool

## Overview

Faculty can create their own courses in Sakai. The self-service creation method removes any lag time you experienced waiting for your course to be created. In addition, this process removes the need for a roster association; when you create your site, your roster is automatically added. This document provides detailed instructions for accessing the Worksite Setup tool and using it to create your Sakai course sites.

## New Features

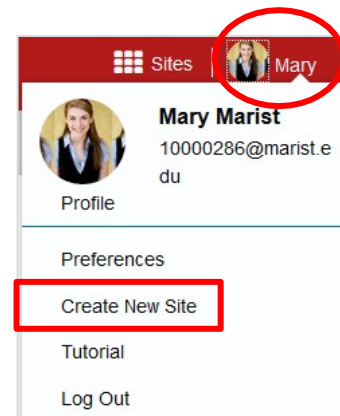
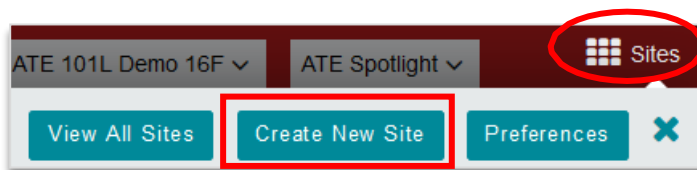
- The “Create New Site” button is added to the “Site” button and the profile icon on the top red banner area for quick access.
- Unpublished sites can be published with a single click. The button cannot be missed! See description on the next page.

## Steps for Creating New Course Sites

### Step 1: Access the Site Creation/Worksite Setup tool

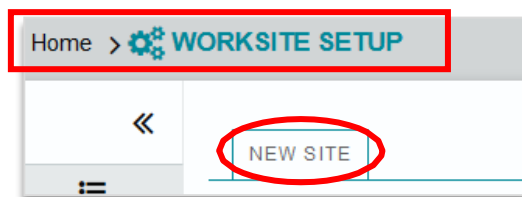
When you log in to Sakai, you have three ways to access the “Create New Site” button:

- A. Click “Sites” in the top bar area, and you will see the “Create New Site” button;



- B. On the top right corner, click the profile icon, and you will see the “Create New Site” button, or

- C. You can also go to your “Home”, then click “Worksite Setup” tool on the left menu.



### Step 2: Begin the site creation process

The first screen of the Worksite Setup tool displays all of your existing courses. To create a new course, click the "New Site" button at the top of the screen.

### Step 3: Select your template and term

Choose "Create Site from template" and then choose course template and term.

- a) Click "Course" and at the drop down select "template.course"
- b) Select the appropriate term
- c) Check the box for "Copy Content"

**NOTE:** If you do not see your term listed, the site creation process is not yet available for this term.

Build your own site \*\*\* Important \*\*\* Please use the "Create site from template" option below and make sure that "Copy content" is checked.

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

Create site from template

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

**Course**

template.course

This is the iLearn course site template with commonly used tools.  
Click **Edit** to update your course site information once your course site has been created.

\* Select term: Fall 2016  Copy users  Copy content  Publish Site [What is this?](#)

template.spp School of Professional Program Template

**Project**

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

### Step 4: Select your course roster

On the next screen, choose a course from your list of available courses. By selecting a course, you are creating and **automatically populating the course with its roster**. Once you choose a course, click "Create Site" to complete this process.

**NOTE:** You may create one course at a time.

**Course Information**

Course Selection - Fall 2016

Please select the appropriate course/section to add to your site. You can select ONE course/section at a time.

CMPT\_103L\_200\_16F

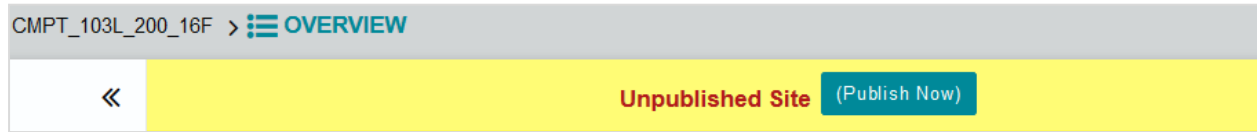
CMPT\_103L\_200\_16F Class

[If you still do not see your roster listed here, please contact Help Desk at 845-575-4357 or helpdesk@marist.edu](#)

Your site will be created - but left unpublished. To make it available go to "Site Info > Manage Access" in the new site.

### Step 5: Publish your course

Your course will be created with the roster automatically populated. However, students will not have access to the course materials until you publish your course. To publish your course, simply click the “**Publish Now**” button in the top yellow bar in your course.



**REMINDER:** You can also change your course status by clicking on **Site Info** → **Manage Access**.