

# LRC Quick Guide – Creating New Sakai Course Site

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1. Once logged in, click on “Worksite Setup” located on the menu on the left of the “My Workspace” tab.
2. Click the “New” link to create a new course site.
3. Choose “Course Site” and select the current academic term, then click “Continue.”
4. Next, choose the course(s) that you intend to create a new site for. If you are a coordinator, or you are teaching multiple sections of one course, you can check all the sections you wish to include in the new site. Click “Continue.”
5. Under “Course Site Information,” you can create the message on the course site’s main page or click “Continue” to complete this description later.
6. The next page, “Course Site Tools” will allow you to choose the menu items that your students will have access to. You have the option to edit these tools at a later time. At the bottom of the page there is a section titled “Re-use Material” in which you can import settings and documents from a previous Sakai course site. Once finished, click “Continue.”
7. Under the “Course Site Access” you have the option to “Publish” the site or “Leave as a Draft.” It is best to leave the site as a draft until you are ready for the site to be viewed by your students. Choose the option you prefer and then click “Continue.”
8. The “Confirm Course Site Setup” page will allow you to review the settings you have chosen for before creating the course site. Once finished, click “Create Site.”
9. At any time after creating the course site, you can change the settings by clicking on “Site Info” located in the menu at the left-hand side of the course site. The following are some useful options:
  - a. Edit Site Information  
Edit the information presented on the main page of the course site
  - b. Edit Tools  
Add/Remove side bar tools available to students
  - c. Page Order  
Change the order of the side bar items
  - d. Add Participant  
Manually give students access to the course site (in most cases all participants are automatically added).
  - e. Import Data  
Click on “Merge Data” to transfer materials from a course site from previous semesters.

For any additional questions or assistance, please contact Philip Hollingsworth, LRC Manager: Dey 106  
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