

How do I create a new project site?

All Loyola students, faculty and staff have permission to create new project sites. Project sites can be created either from Worksite Setup or Sites in the Home area.

Select Worksite Setup.



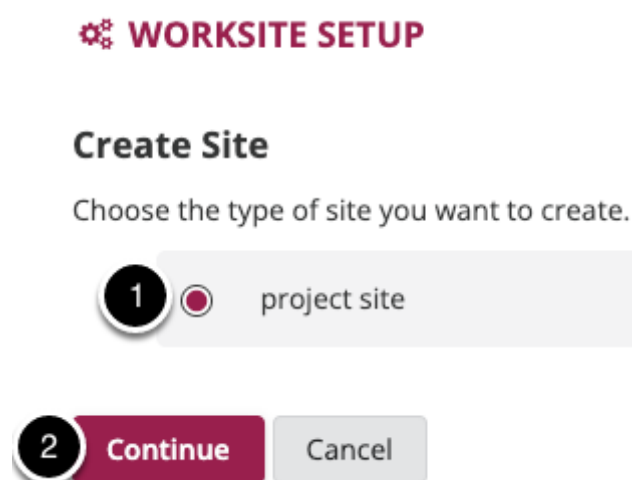
Select the **Worksite Setup** tool from the Tool Menu in the **Home** area (i.e., from the Sakai homepage after login).

Select Create New Site.



Select **Create New Site** from the Actions Menu.

Select the type of site.



1. Select the radio button to the left of **project site**.
2. Select **Continue**.



Enter site information.

Enter the site title.

Site Information

A * means required information.

* Site Title

Type a **Site Title** in the text field.

Select site language. (Optional)

Site Language

Description (displayed on the site's home page)

?

Source

Templates

B

I

U

~~S~~

x₂

x²

✓

Styles

Format

✓ User Language (default)

Basque [eu] Basque

català - Espanya [ca_ES] Catalan - Spain

English - United States [en_US] English - United States

español - España [es_ES] Spanish - Spain

français - France [fr_FR] French - France

Mongolian [mn] Mongolian

Persian - Iran [fa_IR] Persian - Iran

português - Brasil [pt_BR] Portuguese - Brazil

svenska - Sverige [sv_SE] Swedish - Sweden

Türkçe - Türkiye [tr_TR] Turkish - Turkey

हिंदी - भारत [hi_IN] Hindi - India

中文 - 中国 [zh_CN] Chinese - China

日本語 - 日本 [ja_JP] Japanese - Japan

If desired, change the default language for the site to any of the available languages listed. Select the dropdown menu and then choose the desired language.

Enter a site description. (Optional)

Description (displayed on the site's home page)

This is a site for Sarah to test new Sakai features.

body p Words: 11, Characters (with HTML): 60/1000000

The information entered into the description area will appear on the site's home page. Use the [Rich Text Editor](#) to format the description, if desired.

Enter a short description.

Short Description (displayed in publicly viewable list of sites. Max 80 characters)

Sakai testing

You may also enter a short description (with a maximum of 80 characters). This short description will display in the publicly viewable list of sites.

Edit the site contact information. (Optional)

* Site Contact Name**Site Contact Email**

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The user's name and LUC email address will pre-populate the site contact fields. Edit this information, if desired.

Select Continue.

Continue

[Back](#)

Cancel

Select **Continue** to save changes.



Select site tools.

Manage Tools

Site Tools

 Please use the Site Import page in Site Info to import content from existing sites once this site has been created.

<div>▼ General</div>	12
<div><input checked="" type="checkbox"/> Overview For providing an overview of the site, including the site's description and recent announcements, messages, and events</div>	
<div><input checked="" type="checkbox"/> Announcements For posting and viewing current, time-critical information</div>	
<div><input checked="" type="checkbox"/> Assignments For posting, submitting, and grading assignments online</div>	
<div><input type="checkbox"/> Attendance A simple tool to track student attendance.</div>	

Place a checkmark next to any tools that to add them to the project site.

Select Continue.

Continue

Back

Cancel

Select **Continue**.



Configure site access.

Site Access

Site Status

Publishing your site makes it available to the site participants.

- 1
- ☒ Publish site - accessible to all site participants
- ☐ Unpublish/Leave as Draft - accessible only to site maintainers

Site Visibility

Your site can be listed in the Site Browser on the Gateway, allowing non-participants to find it and access its public resources. You can change these settings later by going to Site Info.

- 2
- ☒ Display in Site Browser
- ☐ Do not display in Site Browser

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.

In addition to the participants you've added, you can open your site so that anyone with a valid login can join it.

- 3
- ☒ Limit to official course members or to those I add manually (recommended)
- ☐ Allow any LUC Sakai user to join the site

- 4
- Continue

Back

Cancel

1. **Site Status:** Select to **Publish** the site, or **Leave as Draft** (i.e., unpublished). Unpublished sites are only visible to participants with the "maintain" role, not to participants with the "access" role.
2. **Site Visibility:** Choose whether or not to display the site in the LUC Sakai Site Browser.
3. **Global Access:** Choose to make site access **Limit to official course members or to those I add manually** (recommended), or **Allow any user to join the site**.
4. Select **Continue** to save changes.



Select Create Site.

Confirm Your Project 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.

Site Title	New DEV Site
Site URL	No URL provided
Tools	Overview Calendar Announcements Discussions Assignments Gradebook Email Archive () : NewDEVSite@lucdev.longsight.com Site Info Blogs Commons Conversations Email
Available To	Site participants only
Joinable:	No
Included on public index of sites	Yes
Icon URL	No icon provided
Site Contact Name	Instructor Kinne
Site Contact Email	skinne@luc.edu
Short Description	Sakai testing
Site Language	No Language provided

Description

This is a site for Sarah to test new Sakai features.

Create Site

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Cancel

If all site details appear correct, select **Create Site**.