



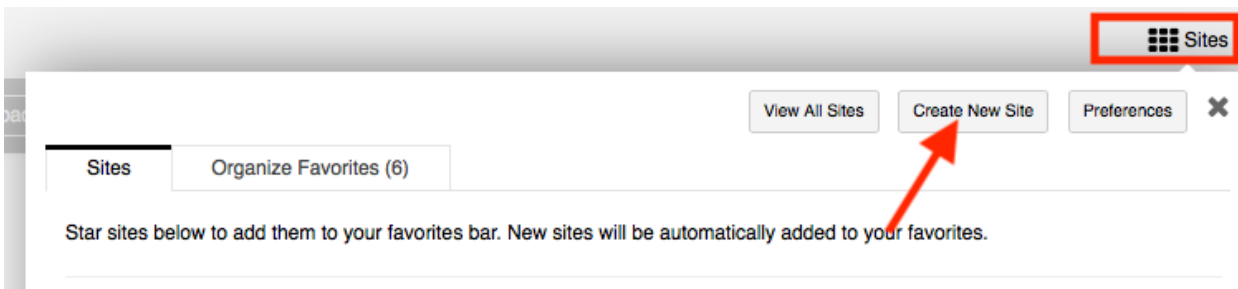
PROVIDENCE
COLLEGE

Setting Up a Department Project Site

<http://Sakai.Providence.edu>
SakaiHelp@Providence.edu
www.Providence.edu/ITDP

The following instructions allow you to create a new Sakai Site, which is useful for project or department site.

1. Click on the waffle icon in the top right corner of the screen to open the Sakai Sites drawer. Once the drawer is open, click on “Create New Site”.



2. Select “Project Site” and click “Continue”.

WORKSITE SETUP

Create Site

A site can be created in a number of different ways:

Build your own site

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

- course site
- project site
- portfolio site

Create site from archive

This allows you to use an existing site archive as a base for your new site, content from the archive will be added to the new site. Content from the site archive will be imported into the new site.

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

3. In the field, type in the Site Title. You can also include a description if you wish. Scroll down and click, "Continue".

Project Site Information

Enter basic information about the project site...

A * means required information.

* Site Title

ITDP Department Site



Site Language

User Language (default)

Description (displayed on the site's home page)

This is a site for sharing ITDP resources, sending departmental messages, etc.

4. Select the tools you would like to have included in the Sakai Site. When you are done, scroll down and click "Continue".

Project Site Tools

Choose tools to include on your site...

General 3

- Overview**
For viewing description of the site. May include recent announcements, discussion, and chat items.
- Announcements**
For posting current, time-critical information
- Assignments**
For posting, submitting and grading assignment(s) online
- Attendance**
A simple tool to track student attendance.
- Calendar**
For posting and viewing deadlines, events, etc.

Selected tools	Remove
Overview	×
Calendar	×
Site Info	

Enable **MathJax** for automatic rendering of LaTeX and AsciiMath in this site. [Learn More](#).

5. Typically the default settings for Site Status, Site Visibility, and Global Access are going to be the correct settings, so leave as is and click “Continue”.

Project Site Access

Set access options for your site...

Site Status

Publishing your site makes it available to the site participants.

- Publish site - accessible to all site participants
- 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.

- 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.

- Limit to official course members or to those I add manually (recommended)
- Allow any Sakai @ PC user to join the site

Continue

Back

Cancel

6. I final review screen will appear. Click “Create Site” and the site will now appear in the “Projects” section under “Sites”.

Confirm Your Project Site Setup

Confirm your site setup selections...

Please review the following information about your site. If this information is correct setup later, go to Site Info within your site.

Site Title	ITDP Department Site
Site URL	No URL provided
Tools	Overview Calendar Site Info
Available To	Site participants only
Joinable:	No
Included on public index of sites	Yes
Icon URL	No icon provided
Site Contact Name	Shonna M Ryan
Site Contact Email	sryan13@providence.edu
Short Description	No short description provided
Site Language	No Language provided
Description	

This is a site for sharing ITDP resources, sending departmental messages, etc.

Create Site

Back

Cancel