

Sakai Site Setup

This document provides a summary for how to set up a Sakai course site. It may be appropriate to skip or modify some tasks to accommodate variations in site design. More details and step-by-step images for the tasks listed below can be viewed in the [Site Setup Tutorial](#).

Request Course Site

Select a Course & Template

1. On the top navigation bar, click “Quick Links”.
2. Select “Sakai Support” to navigate to the [Sakai Support](#) site.
3. Select “Request Course” in the left navigation and open [the form](#).
4. Select an action to create a new course site.
5. Complete the steps needed to create a site.
6. Select a template and other site options.
7. Confirm request.

Import Content from Another Site

Copy Course Content

1. Navigate to Site Info.
2. Click “Import from Site”.
3. Select process to obtain content.
4. Select course to import content from.
5. Click “Continue”.
6. Select all tools from which to import content.
7. Click “Finish”.

Organize Tool Menu

Add or Remove Tools/Pages

1. Navigate to Site Info.
2. Click “Manage Tools”.
3. Select or deselect tools in the main checkbox panel.
4. Click “Continue”.
5. Click “Finish”.

Edit Tool Order

1. In Site Info, click “Tool Order”.
2. Drag and drop items to a preferred location
3. Click “Save”.

Edit Tool Visibility

1. In Site Info, click “Tool Order”.
2. Click the cog wheel for a tool.
3. Click on “Make Tool Invisible/Visible to Students”.
4. Click “Save”.

Post Course Info & Syllabus

Add Syllabus to Course Info Page

1. Navigate to Course Information page.
2. Click “Add Content”.
3. Select “Add Content Links”.
4. Add syllabus using one of the methods.
5. Click “Save”.

Rename Item

1. Click the “Edit” button (paper and pencil icon) to the right of the item on the Lessons page.
2. Enter a new name in the “Item Name” field.
3. Add an “Item Description”, if desired.
4. Click “Update Item.”

Add Additional Content

1. Click “Add Content.”
2. Select type of content.
3. Rearrange items on the page as needed using the [“Reorder”](#) button.

Build Student Activities

Post Discussion Topics

1. Navigate to Discussions.
2. Within an appropriate forum, click on the link “New Topic”.
3. Add relevant topic details.
4. Select topic settings.
5. Click “Save”.

Create Assignments

1. Navigate to Assignments.
2. Click “Add”.

Create Assignments, cont.

3. Complete assignment details.
4. Click "Post".

Build Tests & Quizzes

1. Navigate to Tests & Quizzes.
2. Click "Add."
3. Enter an Assessment Title.
4. Select process to create assessment.
5. Click "Create."
6. Add new questions or review imported markup text questions.
7. Add a rubric to short answer questions, as desired.
8. Review settings for assessment.
9. Click "Save Settings and Publish" to finish edits.

Share Course Content

Update Weekly Content Pages

Rename Page

1. Navigate to the desired lesson page.
2. Click "Page Settings".
3. Enter a new name in the "Page Title" field.
4. Click "Save."
5. Click "Edit Text Box" to update the page title displayed as a heading.

Remove Page

1. Navigate to the top-level "Weekly Content" page.
2. Locate the page you wish to remove and click "Delete Item".
3. Click "Delete."

Add Resources to Weekly Content Page

1. Navigate to a Lessons page.
2. Click "Add Content".
3. Select "Add Content Links".
4. Add a resource.
5. Add a "link title" or "custom name to display for URL", as appropriate.
6. Click "Save".

Rename Item

1. Click the "Edit" button (paper and pencil icon) to the right of the item on the Lessons page.
2. Enter a new name in the "Item Name" field.

Rename Item, cont.

3. Add an "Item Description", if desired.
4. Click "Update Item".

Add Additional Content

1. Click "Add Content."
2. Select type of content.
3. Rearrange items on the page as needed using the "[Reorder](#)" button.

Set-up Gradebook

Determine Gradebook Setup

1. Navigate to Gradebook.
2. Click "Settings".
3. Open "Categories & Weighting" to review or update these settings.
4. Open "Grading Schema" to review or update grade types and values.
5. Click "Save Changes".

Add Gradebook Items

1. Within Grades tab of the Gradebook, click "Add Gradebook Item".
2. Provide details for each item.
3. Click the plus sign to add another item.
4. Click "Create" to finish.
5. Click "Item Order" to drag and drop items to a different location, as needed.

Edit Overview Page

Edit Information

1. Navigate to the "Overview" page.
2. Click the "Edit" button.
3. Replace or delete content as desired.
4. Click "Update Options" to finish.

Publish Site

Publish Site

1. Click the "Publish Now" button at the top of any site page.

Unpublish Site

1. Navigate to Site Info.
2. Click "Manage Access".
3. Select button to "Leave as Draft".
4. Click "Update".

Need Help?

Site Design Support: teaching@plu.edu
Technical Support: sakai@plu.edu