

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. Navigate to the Sakai Support site.
2. Click on the Request Course form.
3. Select an action to create a new course site.
4. Complete the steps needed to create a site such as choosing the appropriate academic term and entering a site title.
5. Select a template and select other site options.
6. Confirm request.

Import Content

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. Open Site Info.
2. Click "Edit Tools".
3. Select or deselect tools.
4. Click "Continue".
5. Click "Finish".
6. Reorder Tools/Pages
7. In Site Info, click "Page Order".
8. Drag and drop items to a preferred location.
9. Hide or show items to students by clicking item's light bulb off or on.
10. 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. Select a method to add the syllabus file or link.
5. Click "Save".

Rename Item

If needed, edit the name of each posted file or link for brevity and clarity.

1. Click "Edit" button beside item.
2. Edit Item Name.
3. Click "Update Item".

Add Additional Content

Click "Add Content" to share resources, activities, or blocks of text as desired.

Build Student Activities

Post Discussion Topics in Forums

1. Navigate to Forums.
2. 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".
3. Enter assignment details.
4. Select assignment settings.
5. Click "Post".

Build Tests & Quizzes

1. Navigate to Tests & Quizzes tool.
2. Enter Assessment Title.
3. Select process to create assessment.
4. Review settings for assessment.
5. Click "Save Settings and Publish" to finish edits.

Share Course Content

Update Weekly Content Pages

If desired, instructors can change the name of content pages or delete extraneous pages.

Rename Page

1. Navigate to the "Weekly Content" page.
2. Click the "Edit" button to the right of the subpage name.
3. Enter a new name in the "Item Name" field.
4. Click "Update Item".

Remove Page

1. Navigate to the "Weekly Content" page.
2. Click the "Delete" button to the right of the subpage name.

Add Resources

1. Navigate to Weekly Content page.
2. Click a subpage link.
3. Click "Add Content".
4. Select "Add Content Links".
5. Add resources to the page as desired.
6. Click "Save".

Rename Item

If needed, edit the name of each posted file or link for brevity and clarity.

1. Click the "Edit" button to the right of the item.
2. Provide a brief, descriptive name for the item in the "Item Name" field.
3. Click "Update Item".

Add Additional Content

Click "Add Content" to share resources, activities, or blocks of text as desired.

Set-up Gradebook

Determine Gradebook Setup

1. Navigate to Gradebook.
2. Click "Settings".
3. Open "Categories & Weighting" to review or update these settings to reflect course assessment plans.
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 Homepage

Edit Information

1. Navigate to the "Overview" page.
2. Click the "Edit" button.
3. Highlight the content and replace (or delete) as desired.
4. Click "Update Options" to finish.

Publish Site

To publish a site, click the "Publish Now" button at the top of any site page.

Unpublish Site

For instructors who wish to temporarily or permanently restrict students' access to a 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