

HOW DO I CREATE A NEW COURSE SITE?

You should create a course site in LMS for each of the courses for which you are the official instructor, combining multiple section rosters as needed. During site setup, you will be able to add your official class roster(s) to your site

In order to create your course site in Sakai, you must be listed as **Primary Instructor** for your course in Zambeel.

There are 4 key milestones to creating your course:

1. Choose the semester and relative roster(s)
2. Add a description for your course home page
3. Select course tools or re-use content from previous course sites
4. Set access options for your course

Please note that the course creation process creates only **one course site at a time**. Checking multiple course rosters at once will place all checked rosters on the course site you are creating. Each roster can only be attached to one site at a time.

CREATE COURSE SITES

1. After login to LMS, go to Home Screen and click on Worksite Setup.
2. Click on create new Site.

The screenshot displays the 'WORKSITE SETUP' interface in the Sakai LMS. At the top, there are navigation tabs for 'Home', 'LMS Demo-TA', 'LMS orientation ELM', and 'project-LMS'. On the left, a sidebar menu includes 'Overview', 'Profile', 'Membership', 'Calendar', 'Resources', 'Announcements', 'Worksite Setup' (highlighted), 'Preferences', and 'Account'. The main content area is titled 'WORKSITE SETUP' and features a 'Site List' section with a 'Create New Site' button. Below this, there are dropdown menus for 'View' (set to 'All My Sites') and 'Term' (set to 'None'), along with an 'Apply View and Term' button. A search bar is also present. A table below shows a list of sites, with one entry: '2103 SASOL Chinese Language for Beginners (GSL 102 S1-Lecture)'. The table has columns for 'Worksite Title', 'Type', and 'Cru'. The 'Create New Site' button is circled with a '3', and the 'Worksite Setup' menu item is circled with a '2'.

3. On the Site Type screen, click on course site radio button

4. Select the Academic term from the drop-down menu
5. Click Continue at the bottom

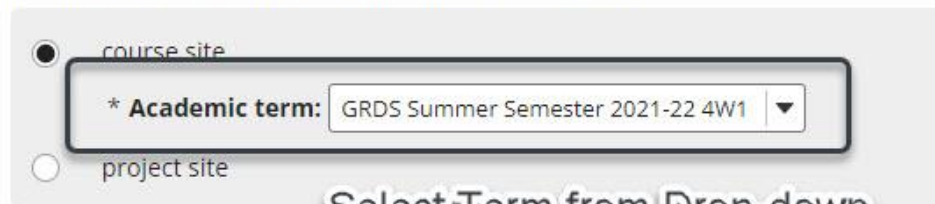
WORKSITE SETUP

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

* Academic term: GRDS Summer Semester 2021-22 4W1 ▼

project 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 b

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.

COURSE SITE TOOLS

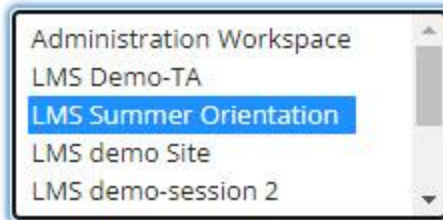
6. On the Course Site Tools screen, several commonly used tools are pre-selected to add to your site
7. Check or Uncheck tools in the list to customize the tools for your course site
8. Click Continue at the bottom of the screen.

RE-USE MATERIAL FROM OTHER SITES YOU OWN

9. You can select to duplicate course sites from previous semesters. The option is available while creating/setting up your course site.

Re-use Material from Other Sites You Own

- No, thanks.
- Yes, from these sites:



Note: To select more than one item, hold down the Ctrl key (Windows) or the Comma



1. Select the radial button Yes, from these sites:
2. If you choose to duplicate a course site, then you must have those same tools selected from the above list.


Re-use Material from Other Sites

Re-use material from other sites you own...

Choose the material you want to re-use from these sites. You can combine material from more than one site (for example, Resources from several sites).

	<input type="checkbox"/> LMS Summer Orientation
Overview ⁺	<input type="checkbox"/>
Announcements	<input type="checkbox"/>
Assignments	<input type="checkbox"/>
Calendar	<input type="checkbox"/>
Gradebook	<input type="checkbox"/>
Resources	<input type="checkbox"/>
Syllabus	<input type="checkbox"/>
Tests & Quizzes	<input type="checkbox"/>

Select the content from any of the tool to be re-used

 Note: If you choose to import content from the tools marked with a +, the tools will be added to your site.

CONTINUE

Back

Cancel

3. Alternately, if you have already created your course site and need to import data from your previous term sites you can follow below steps to add previous sites data.
4. Click on site tab and
5. Browse to site info.
6. Click on Import from site option.

Home ▾ LMS Demo-TA ▾ LMS orientation ELM ▾

Overview
Syllabus
Calendar
Announcements
Resources
Forums
Assignments
Tests & Quizzes
Gradebook
Drop Box
Email
Roster
Site Info

SITE INFO

Site Information Edit Site Information Manage Tools

Import from Site Import from Archive File User Audit

Site Information

Site Title	L
Site URL	h
Site contact and email	A
Available to	S
Creation date	S
Modification date	C
Modified by	S
Display in Site Browser	Y
LaTeX	E
Portal Chat	E

7. You can select one of the three available options i-e

- I would like to replace my data
- I would like to merge my data
- I would like to merge my users

⚙ SITE INFO

Site Information	Edit Site Information	Manage Tools	Tool Order	Date Manager	Add Participants	Manage Participants
Import from Site	Import from Archive File	User Audit Log	Manage Overview			

Import from Site

Please choose a method below to proceed:

- [I would like to replace my data](#)
Any existing data will be overwritten and replaced by your import data.
- [I would like to merge my data](#)
Your imported data will merge with existing data.
- [I would like to merge my user\(s\)](#)
Your imported user(s) will merge with existing users. This method does not import roster-provided users.

Select from any of the available import option

8. Select the site to import the material (resources) to your current site.

Import Material from Other Sites

You can replace material in one of your sites by importing ma

Import from My Sites (9)

- Administration Workspace
- LMS Demo-TA
- LMS Summer Orientation
- LMS demo Site
- LMS demo-session 2
- Microsoft Power BI
- project-LMS
- test

CONTINUE Back Cancel

9. Select the tools and Press Finish