Create a new course or project site

If you have the appropriate permissions to create new course or project sites, you may do so from either Worksite Setup or Sites in your Home area.

Go to Worksite Setup.

Select the Worksite Setup tool from the Tool Menu in My Workspace.

Click New.

Or, go to Sites.

Click on the Sites link to view your sites drawer.

From your sites list, click Add New Site.
Zoom: From your sites list, click Add New Site.

Select the type of site.

Zoom: Select the type of site.
Choose either course site or project site depending in which type of site you want to create.

For Course sites only.

If you select to add a course site, there are some additional steps.

Select the term.

Select a term from the drop-down menu and then click Continue.

Enter course information.
1. Select the Subject.
2. Select the Course.
3. Select the Section.
4. The authorizor’s username will appear here. An email message requesting authorization to create the site will be sent to the user listed.
5. You have the option of adding any information that may facilitate the authorization of your site request.
6. Click Continue to add the course site.

**Enter site information.**

**Enter the site title.**

![Site Title](image)

**Select site language.**

![Site Language](image)

If desired, you can change the default language for your site to any of the available languages listed. Languages in this list will vary depending upon the language pack(s) installed on your instance.

Click on the desired language to select it.

**Enter a site description.**
The information entered into the description area will appear on the site's home page. You may use the Rich Text Editor here to enter your description.

Enter a short description.

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.
Select a theme.

If your instance has a selection of themes or "skins" installed, you may select a theme from the drop-down menu. The theme controls the banners, colors and images displayed throughout your site.

Enter the site contact information.

Enter the name and email address for the site contact. (This is typically the site creator, owner, or instructor.)

Click Continue.

Click Continue to save your changes.

Select site tools.
<table>
<thead>
<tr>
<th><strong>General</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overview</strong></td>
<td>For viewing recent announcements, discussion, and chat items.</td>
</tr>
<tr>
<td><strong>Announcements</strong></td>
<td>For posting current, time-critical information.</td>
</tr>
<tr>
<td><strong>Assignments</strong></td>
<td>For posting, submitting and grading assignment(s) online.</td>
</tr>
<tr>
<td><strong>Calendar</strong></td>
<td>For posting and viewing deadlines, events, etc.</td>
</tr>
<tr>
<td><strong>Chat Room</strong></td>
<td>For real-time conversations in written form.</td>
</tr>
<tr>
<td><strong>Contact Us</strong></td>
<td>A site content and functionality reporting tool.</td>
</tr>
<tr>
<td><strong>Dashboard</strong></td>
<td>Unified home display of recent announcements, resources, assignments, calendar events, etc.</td>
</tr>
<tr>
<td><strong>Drop Box</strong></td>
<td>For private file sharing between instructor and student.</td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td>Send mail to selected participants in your site.</td>
</tr>
<tr>
<td><strong>Email Archive</strong></td>
<td>For viewing email sent to the site.</td>
</tr>
<tr>
<td><strong>Evaluation System</strong></td>
<td>For running evaluations, feedback and surveys.</td>
</tr>
<tr>
<td><strong>External Tool</strong></td>
<td>Launch external tools using IMS Learning Tools interoperability.</td>
</tr>
<tr>
<td><strong>Forums</strong></td>
<td>Display forums and topics of a particular site.</td>
</tr>
<tr>
<td><strong>Gradebook</strong></td>
<td>The next generation gradebook tool for the Sakai CLE.</td>
</tr>
<tr>
<td><strong>Gradebook Classic</strong></td>
<td>For storing and computing assessment grades from Tests &amp; Quizzes or that are manually entered.</td>
</tr>
<tr>
<td><strong>Lessons</strong></td>
<td>For creating content modules and sequences; can be organized by week or unit.</td>
</tr>
<tr>
<td><strong>Messages</strong></td>
<td>Display messages to/from users of a particular site.</td>
</tr>
<tr>
<td><strong>News</strong></td>
<td>For viewing content from RSS News Feeds.</td>
</tr>
<tr>
<td><strong>Podcasts</strong></td>
<td>For managing individual podcast and podcast feed information.</td>
</tr>
<tr>
<td><strong>Polls</strong></td>
<td>For anonymous polls or voting.</td>
</tr>
<tr>
<td><strong>PostEm</strong></td>
<td>For posting individualized text to each user in the site.</td>
</tr>
<tr>
<td><strong>Resources</strong></td>
<td>For posting documents, URLs to other websites, etc.</td>
</tr>
<tr>
<td><strong>Roster</strong></td>
<td>For viewing the site participants list.</td>
</tr>
<tr>
<td><strong>Search</strong></td>
<td>For searching content.</td>
</tr>
<tr>
<td><strong>Section Info</strong></td>
<td>For managing sections within a site.</td>
</tr>
</tbody>
</table>
Place a check mark next to any tools that you would like to use in this course site.

**Re-use existing material.**

You may choose to re-use material from other sites that you own. Choose either No or Yes for this option. (If you select Yes, indicate the site(s) from which to copy content in the list shown below.)

**Click Continue.**

**Configure site access.**
Course Site Access

Set access options for your site...

Site Status

1. 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

Additional Access

2. As well as site members, you can allow other people to access your site without being a member of the site.

By Origin

- Internal users
- Provided users

By Role

- All Staff
- All Students
- All Users

Site Visibility

- Display in Site Browser

Global Access

3. 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.

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

Continue  Back  Cancel

Zoom: Configure site access.
1. Site Status: Select to Publish the site, or Leave as Draft (i.e. unpublished). Unpublished sites are only visible to site owners, not other participants such as students.
2. Additional Access: In addition to enrolled users, you may also elect to allow all users of a particular origin or role to have access to your site, such as all Internal users or all Students. (Optional)
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. Click Continue.

Confirm site setup.

You will see a screen which displays all of the site settings for verification. If everything appears correct, click Create Site.

Zoom: Confirm site setup.