How to make a Sakai Project site, why you need do it, and how to add users to it.

What this document will show you...

This document will show you the steps that you need to take to make a Sakai project site. But first it will define what a Sakai project site is, and why it is important that you make it yourself. Finally, this document will briefly cover how to add participants to your new project site.

What is a Sakai Project Site?

A Sakai Project site is a site that is created by a Sakai user. This is different from a Sakai Course site which is generated automatically for academic courses. Any registered Sakai user can create a project site. By creating a project site user become the "owner" of that site. If you are the owner this means that you can do anything to the site such as, adding tools, adding users, control settings, and more. You can even appoint other users to the "maintain" role and they can effectively become an owner or co-owner of that Sakai site. Sakai Project sites never expire or die, rather they live on forever. They only go away when you remove them yourself.

Why is it important that you make your own project sites?

It is imperative that you make your own Project sites because you want to be the "owner" and you want to have the ability to control the site. ITS cannot create them for you. ITS does not have default access to already existing project sites. ITS does not know what Sakai Project sites even exist unless we are added to them.

Here are the steps to make a Sakai project site:

1. Login to Sakai

2. Towards the upper left you will see the "Home" tab, click it.

3. In the left menu you will see a "Worksite Setup" item, click it.

4. Next, just under the "Worksite Setup" title you will see a small button that says "NEW" click it.

5. Next, fill the "Project Site" selector in and hit continue.

6. Next you will be stepped through a few steps "Basic Info", "Tools" and "Access". The first two are self-explanatory. However, you need to pay close attention to the "Access" settings and be sure to read all the settings. If the settings are not understood you may have unexpected visitors to your site. The "Access" settings can be changed if needed at any time to be either more or less restrictive.

7. Finally, at the end you will need to click the "Confirm" button.

8. Next, the site should appear in your site list and as a tab. You are now the "owner" of your Sakai Project site. However, your new site does not have any participants, so you need to add some.

How to add participants to your new Sakai project site:

You can add participants to a Sakai site by using the "Site Info" tool in your site.

1. From your site, click **Site Info**.

2. Click **Add Participants** to add a participant.

Note: Use the top box for users who already have a Sakai account at the Claremont Colleges.

* If you don't know a user's Sakai username, please call your college's IT Help Desk and they will be able to assist you.

Note: Use the bottom box for guests who don't have a Sakai account.

* Their email address will be their username and Sakai will send them an email with an activate account link. Sakai will only send the email with the activate account link once so if you add the same guest to another site they will not get another activate account email. Please inform the guest user to choose **Guest Login** rather than **Login** when logging in.

Also, you are able to add multiple usernames, they should be entered on separate lines.