Create a Project Site in Sakai

Anyone with a Loyola UVID can create project sites in Sakai for collaborative work with colleagues inside and outside the University.

Follow these steps to create a project site in Sakai:

1. Login to Sakai and go to My Workspace from the main menu.
2. Select Worksite Setup from the left menu.
3. Press the New button from top menu.
4. Select the project site radio button and click on Continue.

5. Enter Project Site Information for your project site then click Continue.

Note: Your name and email address will automatically appear in the Site Contact Name and Site Contact Email boxes above the Continue button. Since you are creating the site you will be assigned
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a “maintain” role which allows you to add, edit, manage, and delete materials in your site as well add and manage participants in your site.

Project Site Information

Enter basic information about the project site...

- Site Title
- Site Language

Select the Project Site Tools you wish to be displayed for your site. Minimally you should add the Resources tool to your site so that you can upload content. You can add as many tools as you wish at this point or you can add tools at a later date via the Edit Tools option in the Site Info tool. Once you have checked the tools you want added, click on the Continue button.

7. Select options for Project Site Access:
   a. Site Status: You can choose whether to publish the site or leave it unpublished.
   b. Site Visibility: You can choose to make the site public or leave it private.
c. **Global Access**: You can let anyone with a valid login to join your site or retain control over who becomes a member of your site.

8. Click on **Continue** to publish your project site. The Confirm Your Project Site Setup page will open. Click on the **Create Site** button in order to finish the creation of your project site.

You will now see a tab for your project site appearing across the top of your Sakai page. If it does not list across the top click on the **More Sites** button and look for the **Projects** heading in the window that opens. Clicking on the tab for the project or on project button in the drawer will open the project site and you can begin to build your project and add participants. Adding material to your project is the same as adding material to a course site (**Adding/Removing Content in Resources**).
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Add a Participant

1. Click on Site Info in the left menu.
2. Click on the Add Participants button.

3. Enter UVID or email address in the “Other Official Participants” box for any participants who have Loyola credentials; enter email address for any participants who do not have Loyola credentials in the “Non-official Participants” box and then click on Continue.
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4. Select the role you want to assign to your participants and then click **Continue**.

   ![Select either 'access' or 'maintain' here]

   a. **Access**: In this role, a participant will have access to the site but no edit privileges.
   b. **Maintain**: In this role, a participant will have edit privileges to the site, e.g., adding/removing participants, site tools, and content.

5. Select if you want to notify the participants about the site’s availability.
   Only send this email if you have published your project site, as those in the "access" role will be unable to see an unpublished site.

   Non-official participants who do not have a Sakai login will be sent an email that will include an “Accept invitation” link. When the guest clicks on that link the guest is notified of the username (will be the email address entered by the project maintainer, e.g., jsmith@gmail.com) and will be prompted to create a Sakai account (requires the guest to enter first and last name and create a password). If the guest has already created a Sakai account on the LUC system from a previous guest membership s/he can enter the existing username and password.

   Once these account creation fields are entered the guest should click on the Claim your account button or the Login button if using an existing username and password. Clicking on either button takes the user directly into sakai.luc.edu (login not needed on this first instance).
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For future logins the non-official participant will need to go to sakai.luc.edu and type in the username, i.e., the email address used for the invitation, and the password the user created.

6. Click on Continue.
7. Click on Finish to finalize your changes.

Delete a Participant

1. Click on Site Info from the left menu.
2. You will see a list of participants. Check the box to the right of the participant that you wish to delete.
3. Click on the Update Participants button to save your changes.