

1) Login to the sakai

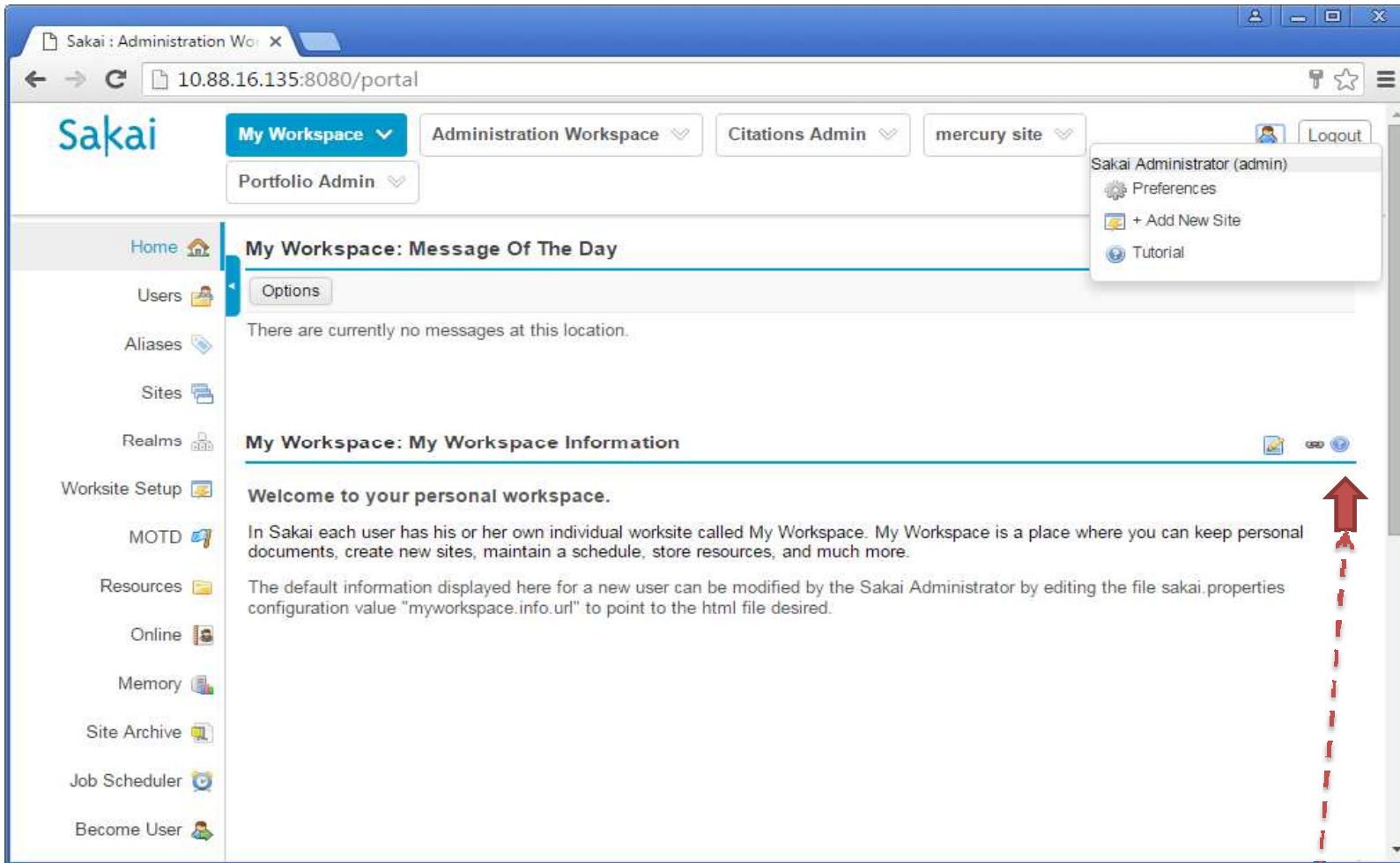
URL: `http://<your server ip>: 8080/portal`

(Ex: My test server is 1088.16.135. So the link is "`http://10.88.16.135:8080`")

Default account:

Username: admin

Password: admin



Click on this help icon to learn the features on sakai.

2) Create a site for a course

Context:

We want to build a site for training, online testing

How to create?

Login with account admin. Then perform below steps:

1. Click on Worksite Setup in left menu

Then click on button "New" in the top screen of "My Workspace: Worksite Setup"

The screenshot shows the Sakai Administration Workspace interface. The top navigation bar includes the Sakai logo and several dropdown menus: 'My Workspace', 'Administration Workspace', 'Citations Admin', 'mercury site', and 'Portfolio Admin'. A 'Logout' button is also present. The left sidebar contains a list of menu items: Home, Users, Aliases, Sites, Realms, Worksite Setup (highlighted with a red box), MOTD, Resources, Online, Memory, Site Archive, Job Scheduler, Become User, and Preferences. The main content area is titled 'My Workspace: Worksite Setup'. It features a 'New' button (highlighted with a red box) and a 'Delete' button. Below these buttons is a search bar and a 'Filter by Term' dropdown menu. A table of existing sites is displayed, showing columns for 'Worksite Title', 'Type', 'Creator', 'Term', 'Status', and 'Creation Date'. The table lists several sites, including 'Administration Workspace', 'Citations Admin', 'Gateway', 'Invalid URL', 'mercury site', 'My Workspace', 'Portfolio Admin', 'Site Unavailable', and 'worksite'. The 'worksite' entry is highlighted with a red box. The bottom of the page shows the URL: '10.88.16.135:8080/portal/tool/~admin-365?panel=Main&sakai_action=doNew_site'.

Worksite Title	Type	Creator	Term	Status	Creation Date
Administration Workspace		admin		Published	Jan 20, 2016 1:16 am
Citations Admin	project	admin		Published	Jan 20, 2016 1:16 am
Gateway		admin		Published	Jan 20, 2016 1:16 am
Invalid URL		admin		Published	Jan 20, 2016 1:16 am
mercury site		admin		Published	Jan 20, 2016 1:16 am
My Workspace		admin		Published	Jan 20, 2016 1:16 am
Portfolio Admin	portfolioAdmin	admin		Published	Jan 20, 2016 1:16 am
Site Unavailable		admin		Published	Jan 20, 2016 1:16 am
worksite		admin		Unpublished	Jan 20, 2016 1:16 am

2. Select course site

The screenshot shows the Sakai Administration Workspace interface. The browser address bar displays the URL: 10.88.16.135:8080/portal/site/~admin/page/~admin-360. The top navigation bar includes the Sakai logo and several workspace tabs: 'My Workspace' (selected), 'Administration Workspace', 'Citations Admin', 'mercury site', and 'Portfolio Admin'. A 'Logout' button is visible in the top right corner. The left sidebar contains a list of navigation links: Home, Users, Aliases, Sites, Realms, Worksite Setup (highlighted), MOTD, Resources, Online, Memory, Site Archive, Job Scheduler, Become User, and Preferences. The main content area is titled 'My Workspace: Worksite Setup'. Under the 'Site Type' section, there is a note: 'Choose the type of site you want to create. Only instructors can create official course websites. Instructors and students can create project websites. NOTE: Students, if you do not see a tab for your course, contact your instructor for information about when your official course website will be available.' Below this note, the 'course site' radio button is selected. The 'Academic term' dropdown menu is set to 'MyAcademic'. The 'project site' radio button is unselected. At the bottom of the form, the 'Continue' button is highlighted with a red box, and the 'Cancel' button is also visible.

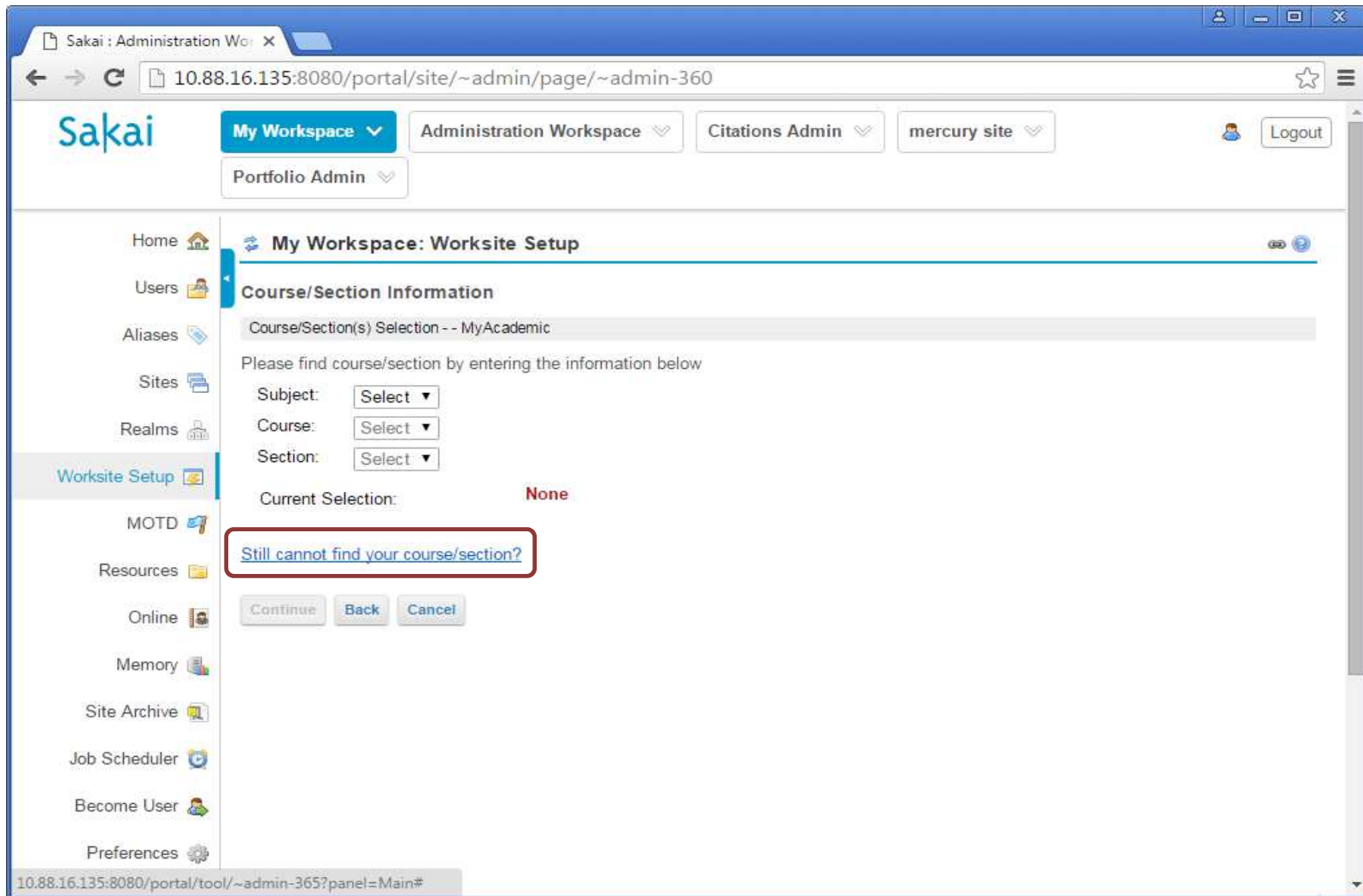
Trouble shooting:

If you don't see any item in Academic term, please check in sheet "Sakai", section

[2.c\) Create "Academic term"](#)

3. Select course section

Click link "[Still cannot find your course/section?](#)"



4. Input information for Course

Subject: input your course name

Course: input any code (we will changed it later)

Section: input any code (we will changed it later)

Authorizer's username: admin

Sakai : Administration Wo x

10.88.16.135:8080/portal/site/~admin/page/~admin-360

Sakai

My Workspace Administration Workspace Citations Admin mercury site Logout

Portfolio Admin

Home Users Aliases Sites Realms Worksite Setup MOTD Resources Online Memory Site Archive Job Scheduler Become User Preferences

My Workspace: Worksite Setup

Course/Section Information

Course/Section(s) Selection - MyAcademic

You have thus far selected the following course/section(s) for this course site:

Please find an[other] course/section by entering the information below.

	Subject:	Course:	Section:
1	MyCourse	01	01

Add More Roster(s)?

Authorization to Allow Roster(s) Site Access

At this time we cannot verify you are the instructor of record, please enter the username of a person that can verify you can create this site (e.g. department head, previous semester instructor). An email requesting authorization will be sent to this person. If there are multiple instructors for the course, please separate the usernames with comma signs.

Authorizer's username: admin

Email will be sent asking for authorization for you to create this site.

Special Instructions:

Please enter additional comments that may help us authorize your site request.

Continue Back Cancel

5. Select Language, input Course Introduction

Sakai : Administration Worksite Setup

10.88.16.135:8080/portal/site/~admin/page/~admin-360

Site Title: MyAcademic

Term:

Site Language: English - South Africa [en_ZA] English - South Africa
English - United Kingdom [en_GB] English - United Kingdom
English - United States [en_US] English - United States
español - España [es_ES] Spanish - Spain
español - México [es_MX] Spanish - Mexico

Description (displayed on the site's home page):

Input Course Introduction here

Short Description (displayed in publicly viewable list of sites. Max 80 characters):

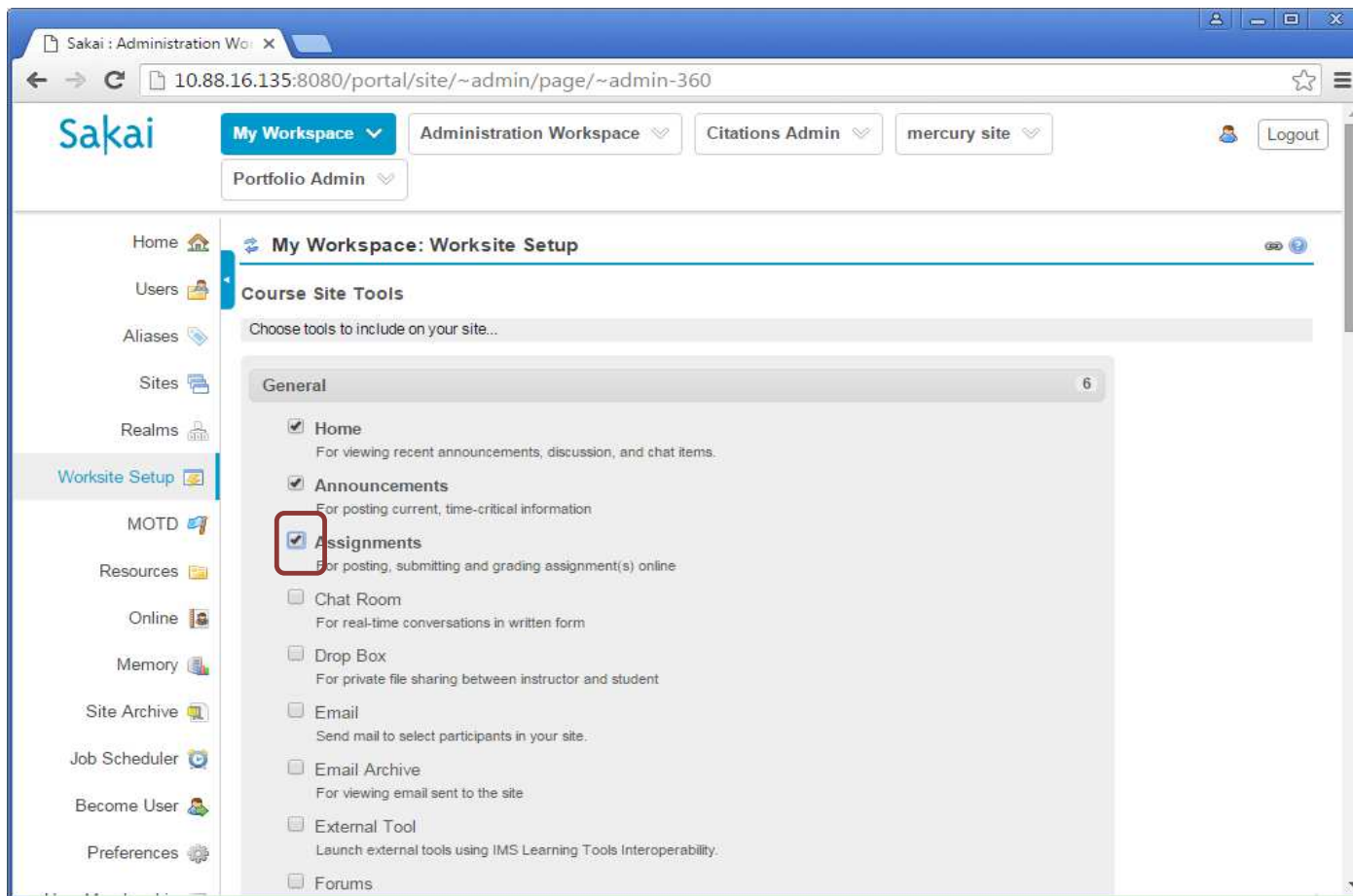
Appearance (Theme): *default*
Site will display this theme.

Site Contact Name: Sakai Administrator

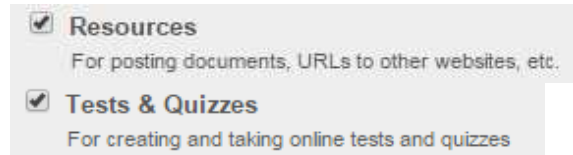
Site Contact Email: Thach.Le@mks.com.vn

Continue Back Cancel

6. Select tools for course site



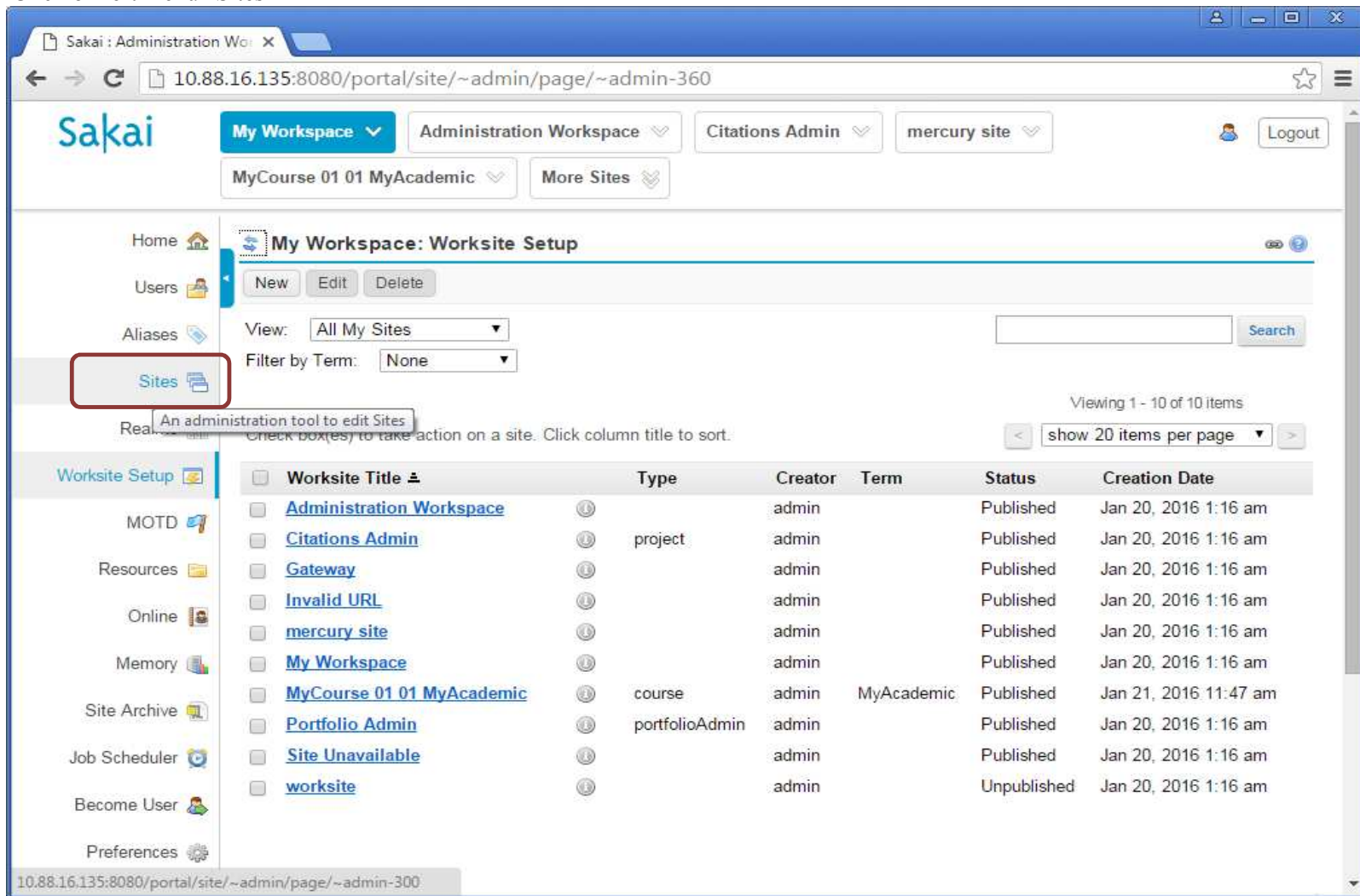
Please select more tools:



Then, click on button "Continue" twice. Finally, click on button "Request site".

7. Edit site

Click on left menu "Sites"



The screenshot shows the Sakai Administration Worksite Setup page. The left sidebar menu has 'Sites' highlighted with a red box. The main content area shows a table of workspaces.

Worksite Setup

Buttons: New, Edit, Delete

View: All My Sites

Filter by Term: None

Search

Viewing 1 - 10 of 10 items

show 20 items per page

<input type="checkbox"/>	Worksite Title	Type	Creator	Term	Status	Creation Date
<input type="checkbox"/>	Administration Workspace		admin		Published	Jan 20, 2016 1:16 am
<input type="checkbox"/>	Citations Admin	project	admin		Published	Jan 20, 2016 1:16 am
<input type="checkbox"/>	Gateway		admin		Published	Jan 20, 2016 1:16 am
<input type="checkbox"/>	Invalid URL		admin		Published	Jan 20, 2016 1:16 am
<input type="checkbox"/>	mercury site		admin		Published	Jan 20, 2016 1:16 am
<input type="checkbox"/>	My Workspace		admin		Published	Jan 20, 2016 1:16 am
<input type="checkbox"/>	MyCourse 01 01 MyAcademic	course	admin	MyAcademic	Published	Jan 21, 2016 11:47 am
<input type="checkbox"/>	Portfolio Admin	portfolioAdmin	admin		Published	Jan 20, 2016 1:16 am
<input type="checkbox"/>	Site Unavailable		admin		Published	Jan 20, 2016 1:16 am
<input type="checkbox"/>	worksite		admin		Unpublished	Jan 20, 2016 1:16 am

8. Search created site

Search "MyCourse". Then click on link of Site Id

The screenshot shows the Sakai Administration Workspace interface. The browser address bar displays the URL: 10.88.16.135:8080/portal/site/~admin/page/~admin-300. The top navigation bar includes the Sakai logo and several dropdown menus: My Workspace, Administration Workspace, Citations Admin, mercury site, MyCourse 01 01 MyAcademic, and More Sites. A Logout button is also present.

The left sidebar contains a list of navigation links: Home, Users, Aliases, Sites (highlighted), Realms, Worksite Setup, MOTD, Resources, Online, Memory, Site Archive, Job Scheduler, Become User, and Preferences.

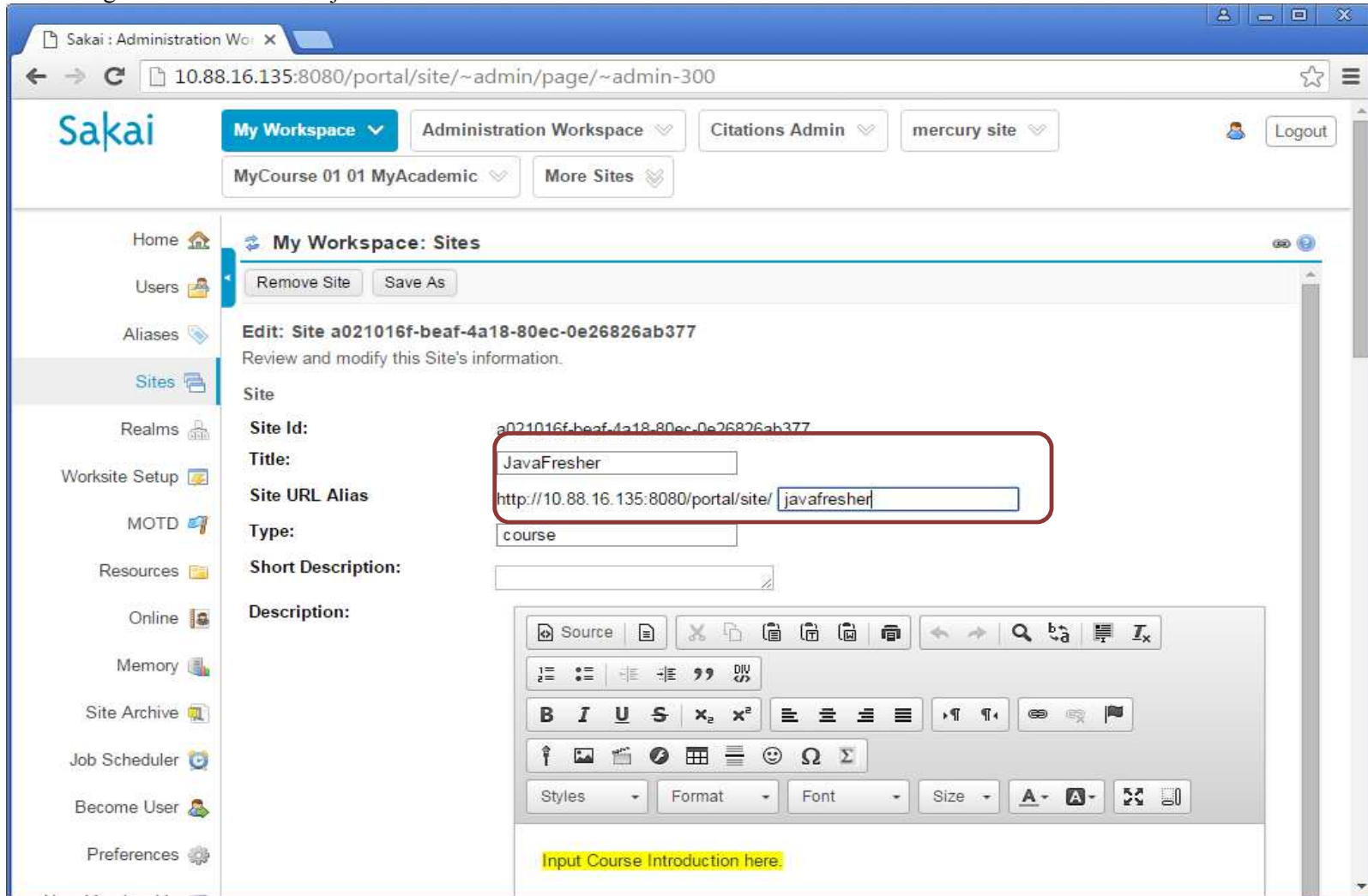
The main content area is titled "My Workspace: Sites". It features a search bar with the text "MyCourse" and a "Search" button. Below the search bar, a message states: "These are the Sites defined within the system that meet the search criteria. Click on an Id to edit." The results show "You are viewing 1 - 1 of 1 results." and a "show 20 items..." dropdown.

Site Id	Title	Published	Joinable?	Type	Description, URLs
a021016f-beaf-4a18-80ec-0e26826ab377	MyCourse 01 01 MyAcademic	✓		course	Description: Input Course Introduction here. Created: Jan 21, 2016 11:47 am Sakai Administrator

9. Change Title, Site URL Alias

Ex: Change Title to "Java Fresher"

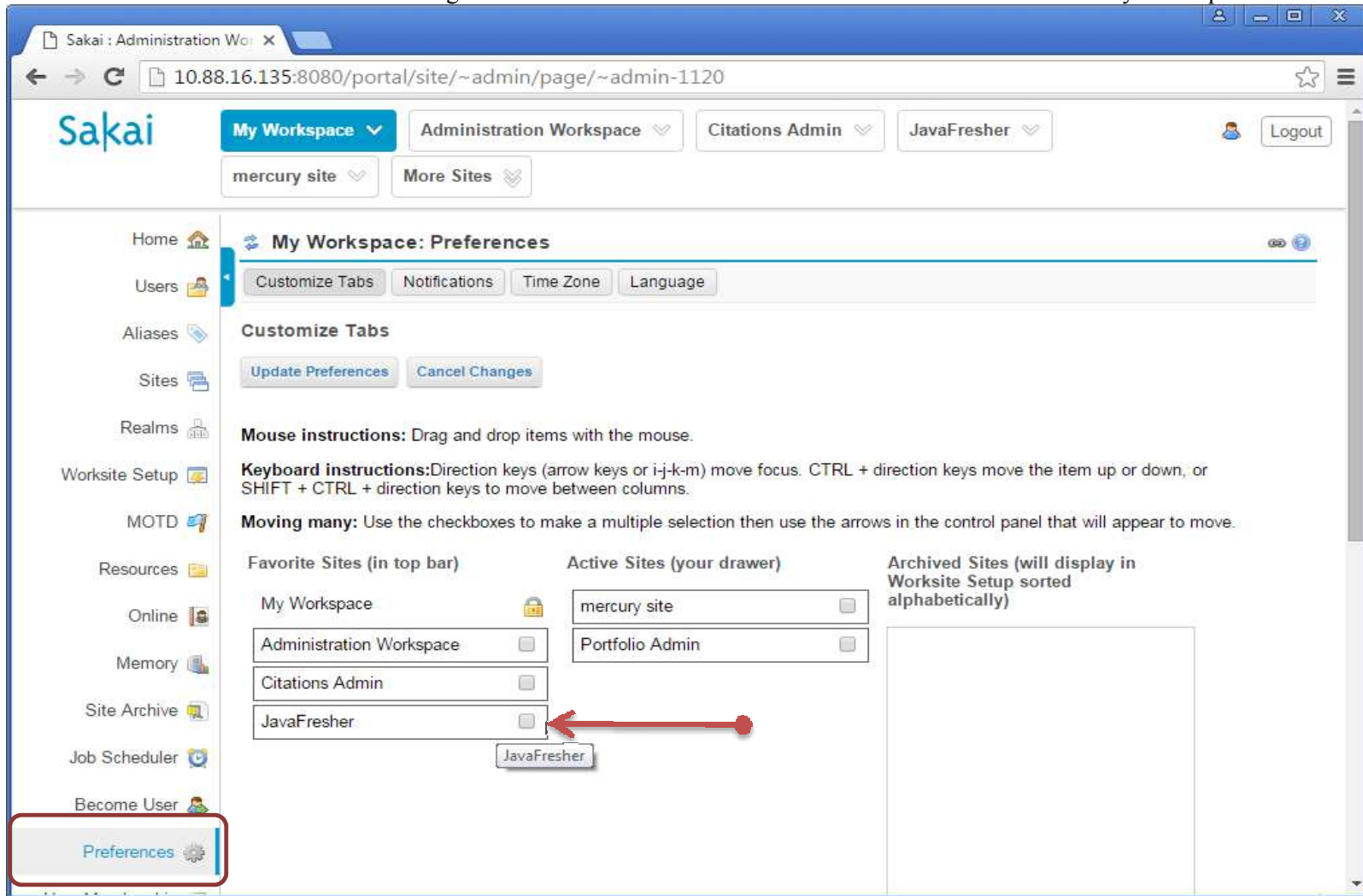
Change Site URL Alias to "javafresher"



Then, click on button "Save".

10. Change setting the order of sites

Click on left menu "Preferences". Then drag the course "JavaFresher" from column "Active Sites" into the "My Workspace"



Then, click of button "Update Preferences".

Click any site "Administration Workspace" or "Ciations Admin", etc to refresh the bar of sites.