Teaching Well Using Technology:

Creating a demo Sakai site

0. Log into Sakai through Inside ND or sakai.nd.edu
1. Click the **Home** button (top left of the screen)
2. Click **My Worksite Setup** (right side menu)
3. Click the **New** tab

Requesting the site
- Choose "Build your own site", "Course site", "No term" and click **Continue**
- Enter this information and then click **Continue**
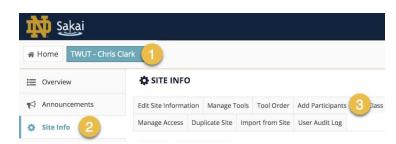   - Subject: TWUT
    - Course: [5-digit number]
    - Section: [2-digit number]
- Enter the Site Title: TWUT - [your name] and click **Continue**
- Ignore the tool selection and click **Continue**
- On the "Course Site Access" screen click **Continue**
- Double-Check your setup and click **Request Site**

  After you receive confirmation click **Overview** on the right side menu to refresh the screen. You should see your course name in the favorites bar at the top.

Adding demo students
1. Click the course title in the favorites bar
2. Click **Site Info** (a.k.a. Settings)
3. Click the **Add Participants** tab

- Under **Official Notre Dame NetID** enter these on separate lines and click **Continue**
    - twut   xdtroix
    - xnbohrx   xmphelpsx
- For the role, choose "Student Demo" and click **Continue**
- On the "Add participants …" screen click **Continue**
- On the "Confirming …" screen click **Finish**