Requesting a New Sakai Site

To request a new Sakai course to be created for you, send an email to us at clehelp@nps.edu or follow this link to submit a Course Creation Request.

Instructions for filling out the request:

Please give us as exact information as possible.

- Please copy/paste the exact name of your preferred course that you’d like for us to copy, if possible. For example: “PH3292: Applied Optics (SP18_FN)”
- Tell us which segments you are teaching, and if you want a separate Sakai course site for each segment, or one course for all.
- Please send a separate ticket or email for each different course. One request for multiple segments is fine!
- Please remind us if your Sakai username is different from your NPS email address.
- If you are requesting permission to copy someone else’s course, we MUST have that professor’s permission to do so.

ENROLLMENT

Please let us know if you’ll be enrolling your own students. Once we create your course and enroll your students, please manage your own adds and drops using “Site Info” and “Add Participants.”

PUBLISH YOUR COURSE

Remember to publish your course once you have reviewed the content and enrollments within your course. You can publish your course using the “Publish Now” button above your course menu, or by using the course’s Site Info, and selecting Manage Access.