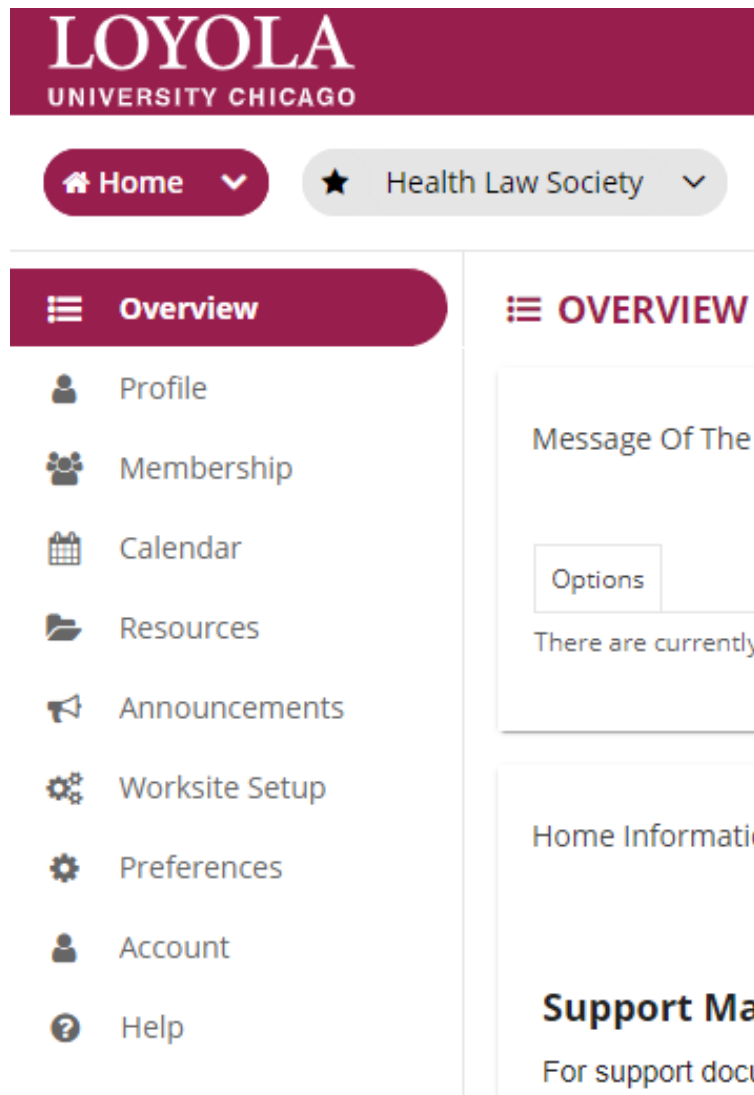


## Adding a Course/Student Group on Sakai

This process should apply to any Project Site, but we will demonstrate how to add Annals of Health Law and Life Sciences on Sakai.

**Step One:** Go to Sakai and stay on your Home page




The screenshot displays the Sakai user interface. At the top, there is a maroon header with the "LOYOLA UNIVERSITY CHICAGO" logo. Below the header, there are two navigation buttons: a maroon "Home" button with a house icon and a dropdown arrow, and a grey "Health Law Society" button with a star icon and a dropdown arrow. The main content area is divided into two columns. The left column features a maroon "Overview" header with a hamburger menu icon, followed by a list of menu items: Profile, Membership, Calendar, Resources, Announcements, Worksite Setup, Preferences, Account, and Help. The right column shows a "Message Of The" section with an "Options" dropdown and the text "There are currently". Below this is a "Home Informati" section and a "Support Ma" section with the text "For support docu".

**Step Two:** Click on “Membership” on the left bar

 Overview

 Profile

 **Membership**

 Calendar

 Resources

 Announcements

 Worksite Setup

 Preferences

 Account

 Help

## MEMBERSHIP

My Current Sites

My Official Course Enrollments

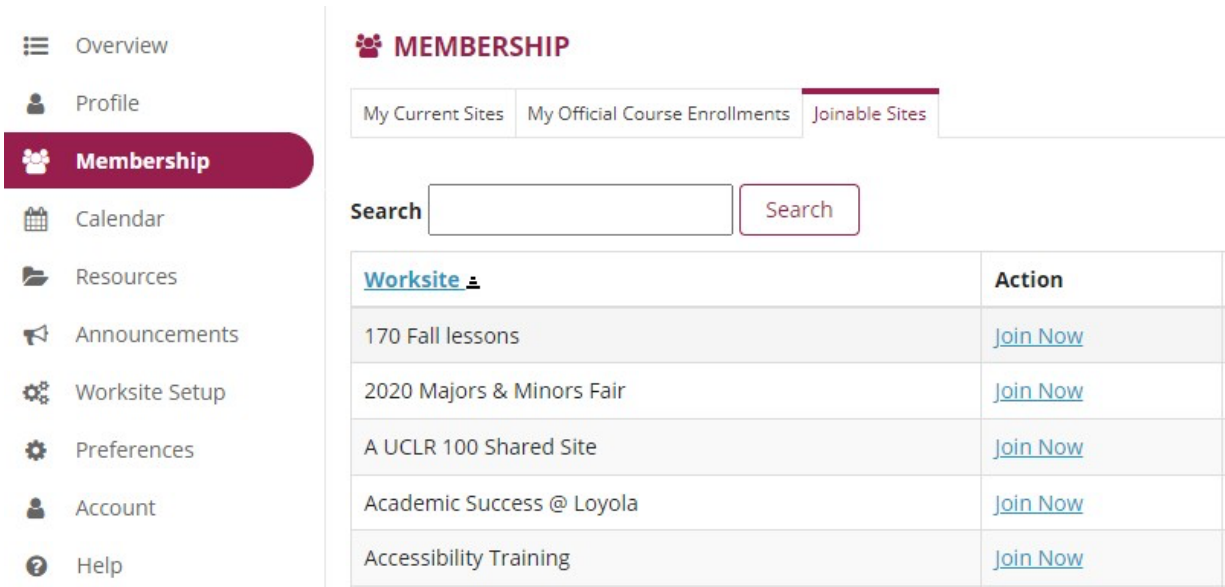
Joinable Sites

Search


Search

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <a href="#">Worksite</a>  |
|                          | <a href="#">Health Law Society</a>   |
|                          | <a href="#">LAW 122 002 SP21</a>   |
|                          | <a href="#">LAW 132 002 SP21</a>   |
|                          | <a href="#">LAW 140 002 SP21</a>   |
|                          | <a href="#">LAW 185 001 SP21</a>   |

**Step Three:** Instead of the tab “My Current Sites,” click on “Joinable Sites”



The screenshot shows a user interface for a membership portal. On the left is a navigation menu with options: Overview, Profile, Membership (highlighted), Calendar, Resources, Announcements, Worksite Setup, Preferences, Account, and Help. The main content area is titled 'MEMBERSHIP' and has three tabs: 'My Current Sites', 'My Official Course Enrollments', and 'Joinable Sites' (which is selected). Below the tabs is a search bar with a 'Search' button. A table below the search bar lists worksites with an 'Action' column containing 'Join Now' links.

| <a href="#">Worksite</a>  | Action                   |
|--|--------------------------|
| 170 Fall lessons   | <a href="#">Join Now</a> |
| 2020 Majors & Minors Fair  | <a href="#">Join Now</a> |
| A UCLR 100 Shared Site   | <a href="#">Join Now</a> |
| Academic Success @ Loyola  | <a href="#">Join Now</a> |
| Accessibility Training   | <a href="#">Join Now</a> |

**Step Four:** Find “Annals Journal” and click Join Now