



## ACTIVATING COURSE SITES

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Each semester, you will need to activate your course sites. Here are the steps to follow along with some helpful tips for what to do after your site is created.

### ***Getting Started***

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#### **To create your course site**

Log on to USAonline.  
From My Workspace, click "Site Setup."  
Click "New."  
Click "Course Site."  
Select your course from the dropdown menu.  
Click "Continue."

*Note:* If you teach multiple sections, only select one course at a time.

#### **Select tools**

Popular tools include: Announcements, Assignments, Calendar, Chat Room, Forums, Gradebook, Lessons, Resources, Site Statistics, Syllabus, and Tests and Quizzes.

*Note:* If you need to edit your tool list after the site creation process, access the Site Editor, click Edit Tools, select/deselect the tool(s) to activate/deactivate, click "Continue" then "Finish."

#### **Import materials**

Under the list of tools, look for the option to "Reuse materials from other sites you own."  
Select the course you want to import materials from.  
Click "Continue"

#### **Confirm import of materials**

Select the boxes for each tool you wish to import materials from.

*Note:* If you need to import materials after the creation process, access the Site Editor, click "Import From Site", choose to merge or replace data, select the course, and click "Finish."

**Control site access**

Be sure “Leave as Draft” is selected. Courses will publish automatically on the first day of class.

Click “Continue.”

*Note:* If you need your course to open before the first day of class, click “Publish Now” in the left-hand navigation bar while in the course site.

**Confirm your project site setup**

Click “Create Site.”

After activating your course site and importing your course material, you’ll need to get your course ready for your students. Here’s what you’ll need to do next.

***Customizing for Your Course Section***

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**Activate Gradebook**

Before working in your course, activate your Gradebook by simply clicking the Gradebook tool in the left-hand navigation bar.

**Add content to the Site Information Display**

From the course home page, click the edit icon in the site information display. Here you can add instructions for getting started in the course, include a graphic or picture, or even a video. It is important to edit this because it is the first thing a student will notice upon entering the course.

**Publish existing Assignments**

Access the Assignments tool and publish the existing Assignments. Be sure to check all open and close dates before publishing.

**Publish Forums**

Access the Forums and publish the existing Forums. Be sure to check all open and close dates when publishing the Forums.

**“Watch” option in Forums**

From the Home page for the Forums tool, click the “Watch” button. Set your Forum communication preferences here by choosing an option and clicking “Save.”

**Publish Tests and Quizzes**

Publish your tests and/or quizzes. These can be accessed by clicking Tests and Quizzes and then looking under the “Working Copies” tab. Choose “Settings” under the drop-down tab that says “Select Action.” Review all of your settings, paying special attention to open and close dates and times.

**Review Gradebook**

After publishing any tests and/or quizzes, move the quizzes into the appropriate category and be sure you have included the item in the Gradebook.

**Lessons**

Check the open/close dates for the Lessons. Be sure to click the “Save” option at the bottom before navigating away from this page.

**Syllabus**

Upload your current version of the syllabus to your course. Access the Syllabus tool then click “Create/Edit.” From this screen, click “Add.” On the next page, give your Syllabus a title and copy and paste it into the box below. You can also add the syllabus as an attachment.

**Media Gallery**

If your students will need to upload material to the Media Gallery for an assignment, click the “Permissions” link at the top of the screen when in the Media Gallery tool. Under “Students,” check the box for the option to “Allow user to upload content and update the meta data on it (owned items only).”

\*For further assistance, contact the Innovation in Learning Center at (251) 461-1888.