



How to Create Course Sites, Link Sections, and Import Content in USAonline

Updated 11/15/16

In USAonline, the Banner Student Information System automatically sends course information to USAonline. The process of the actual course site creation resides with the instructors. This empowers individual instructors, each term, to create their own course sites, decide whether or not to link sections together, select and customize the desired tools to deploy for each course site (tools can be added or deleted at any time even after a course is created), and copy content from a project site or previously taught course in USAonline. This document will guide you through this process.

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Signing into USAonline

1. Open a web browser.
2. Go to the following link: <https://ecampus.southalabama.edu>
3. Enter your login credentials as indicated:

Username J-number (e.g., J00987654)
 Password USAonline password *(For JagMail users, it is the same password that you use for your JagMail account)*

NOTE: For those faculty/staff with @health.southalabama.edu email accounts, you must access the [Sakai Access Manager](#) (see bottom of this document) before the first time you log into USAonline to "initialize" your account.

Web Browsers

USAonline is designed to work with leading web browsers such as Chrome, Firefox, and Internet Explorer. Should you experience problems with displaying an assignment, test, video, etc., try a different web browser to confirm whether your choice of browser could be an issue. In addition, you can clear your browser cache and restart your computer to assist in troubleshooting.

General Navigation

1. Accessing a Course

Once you have logged into USAonline, you will be on your personal home page entitled My Workspace. Across the top of the page, any course or project sites you have already created should appear. If you have created more than four sites, the additional sites will be displayed by clicking the More Sites option in the upper right corner of the My Workspace page. You may access a specific course by clicking on the title of the course.

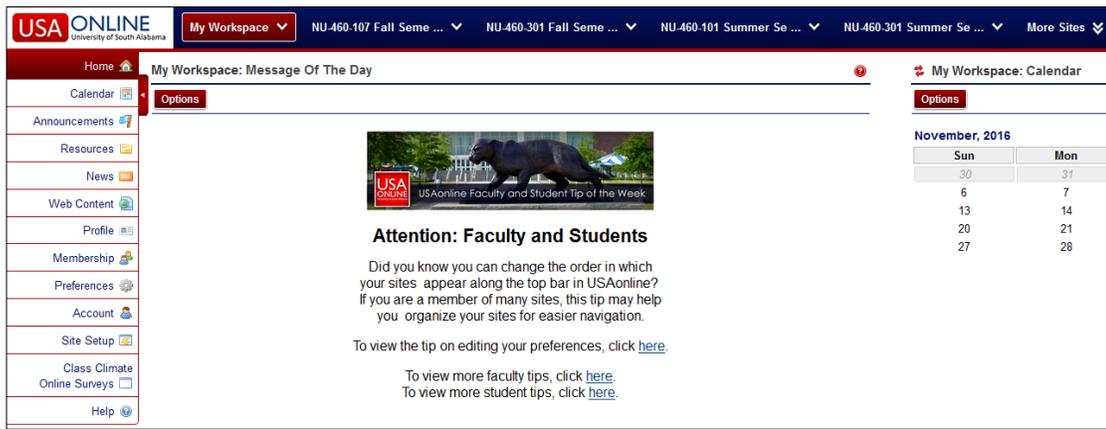


Figure 1. More Sites option

2. Moving Forward and Backward

Generally, to move forward in USAonline, simply click the option, feature, link, etc., to navigate to it. When desiring to return to the previous screen, DO NOT click the Web browser back button. Instead, click the double arrow Reset icon. For example, if you click Announcements and then a particular announcement and desire to return to the preferences screen, you would click the double stacked red arrows icon to the left of the Announcements heading near the top of the window.

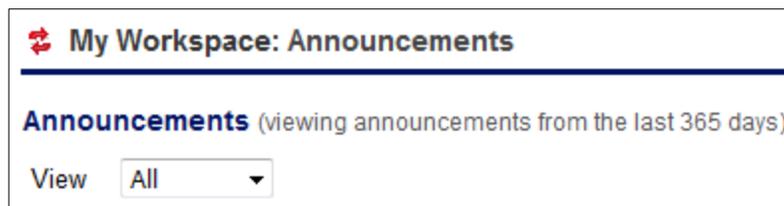


Figure 2. Reset button

Creating a Course

1. From the My Workspace page, click the Site Setup on the lower left hand side of the page.



Figure 3. Site Setup option

2. Click New in the upper left hand corner of the window under the My Workspace: Site Setup heading.



Figure 4. New option under Site Setup

3. Click course site.

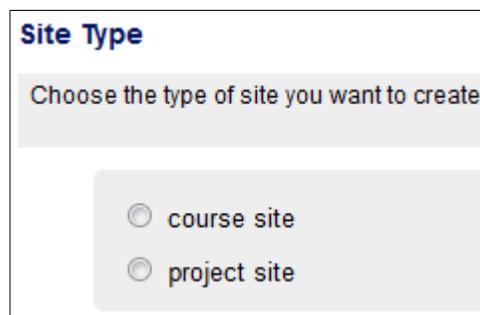


Figure 5. Course site option

- Once you click course site, click the down arrow and choose the appropriate term for the course you are creating, for example, Spring Semester 2017. Once you complete your selection, click Continue at the bottom of the page.

Figure 6. Academic term selection

- To set up a course without linked sections (*Linked* sections means that multiple sections of a course appear under one course title, *without linked sections* means that each section appears as a separate course title), click **ONLY** the desired course/section (e.g., "NU-460-108 (24826.201720) Practicum-Web Enhanced").

Figure 7. Course/Section Information

NOTE: This process will only create one course site at a time; therefore, you should only select one course/section.

Optional: If you would like to combine multiple sections of the same course into one course site for easier content management, click the course section(s) you would like to link together (for example, "NU-590-605 (24874.201720) Lecture-Web Enhanced", "NU-590-605 (24874.201720) Lecture-Web Enhanced", etc.). [Typically, only sections of the same course and instructional method are linked.]

Figure 8. Course/Section Information for linked sections

6. Once you complete your selection, click Continue at the bottom of the page.
7. The next screen allows you to enter/modify the description of the course, as well as the site contact name and email. Once you are satisfied with these fields, click Continue at the bottom of the page.

Figure 9. Course Site Information

8. Click the tools you would like to enable for this course (tools can be added or deleted at any time even after a course is created).

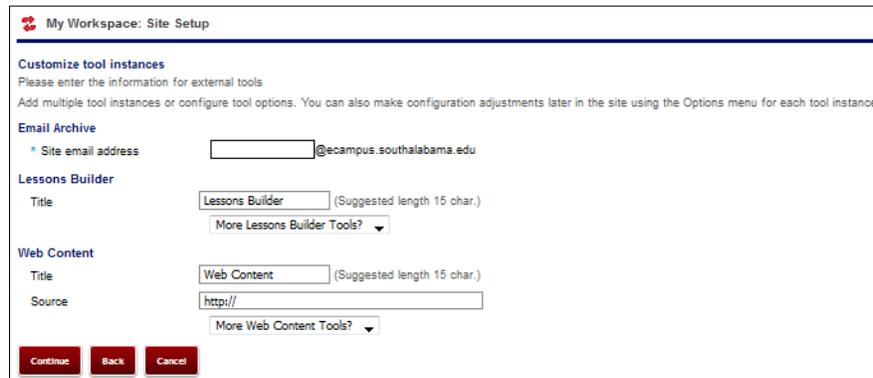
Tool	Description
<input type="checkbox"/> All tools	Check/uncheck all tool checkboxes
<input checked="" type="checkbox"/> Home	For viewing recent announcements, discussion, and chat items.
<input checked="" type="checkbox"/> Additional Academic Course Policies	Additional Academic Course Policies
<input checked="" type="checkbox"/> Announcements	Use Announcements to distribute information and send out notification about activities or events relevant to your site.
<input checked="" type="checkbox"/> Assignments	Use to create and submit text-based assignments.
<input type="checkbox"/> Blogs	Blog entries for site participants.
<input checked="" type="checkbox"/> Calendar	Use calendar to post information about activities and events of interest to your site participants.
<input type="checkbox"/> Certification	Provides certification for students who have met criteria established by an instructor
<input type="checkbox"/> Chat Room	Use Chat to engage in real-time, unstructured conversations with your site members.
<input checked="" type="checkbox"/> Class Climate Online Surveys	Class Climate Online Survey Tool
<input type="checkbox"/> Clog	The Clog (Collaborative Log) tool allows Sakai worksite users to post log entries in a similar way to blog tools like Google's
<input type="checkbox"/> Discussion Forums	Use Discussion Forums to create, moderate, participate and manage discussion groups and topics within your site.
<input type="checkbox"/> Drop Box	Use Drop Box to exchange documents with an instructor in a personal, individualized folder.
<input type="checkbox"/> Email Archive	Use Email Archive to see a list of messages that have been sent to your site.
<input type="checkbox"/> Foliolek ePortfolio	Foliolek LTI Tool
<input checked="" type="checkbox"/> Forums	Use Forums to post discussion topics or respond to discussion threads.
<input checked="" type="checkbox"/> Gradebook	Use Gradebook2 to calculate, store and distribute grade information to students.
<input type="checkbox"/> i-clicker	Sakai i-clicker Plugin - integrates Sakai and i-clicker products
<input type="checkbox"/> Lessons	Use Lessons to create, publish, and manage online instructional sequences for your site.
<input checked="" type="checkbox"/> Lessons Builder	[Lesson Builder] For creating content modules and sequences; can be organized by week or unit
<input checked="" type="checkbox"/> Mailtool	Use Mailtool to send email messages to site participants, groups, individuals and external users.

Figure 10. Course Site Tools selection

NOTE: If you want to collect statistics about student usage of the site, be sure to select the Site Statistics tool during setup. Statistics will be collected only from the date the tool is activated.

9. Once you check the desired tools, click Continue at the bottom of the page.

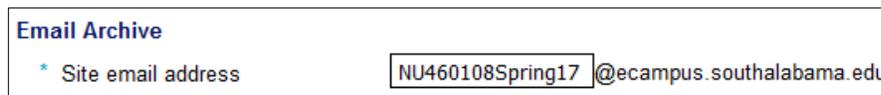
NOTE: Selecting the Email Archive, Lessons Builder, and/or Web Content tools in USAonline results in additional information relevant to each tool being requested on a subsequent screen following the selection of course tools.



The screenshot shows a web interface titled "My Workspace: Site Setup". Under the heading "Customize tool instances", there are instructions to enter information for external tools. Three tool categories are visible: "Email Archive" with a "Site email address" field containing "@ecampus.southalabama.edu"; "Lessons Builder" with a "Title" field containing "Lessons Builder" and a "More Lessons Builder Tools?" dropdown; and "Web Content" with a "Title" field containing "Web Content" and a "Source" field containing "http://", along with a "More Web Content Tools?" dropdown. At the bottom are "Continue", "Back", and "Cancel" buttons.

Figure 11. Additional information screen for selected tools

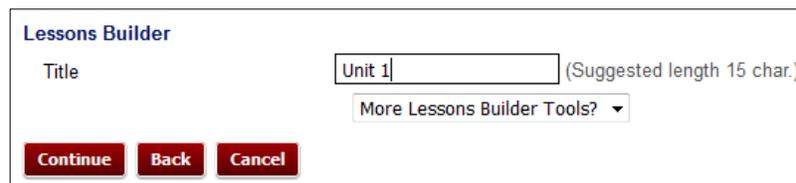
- If you select the Email Archive tool, you will be requested to provide a site email address. A unique address would be course section plus semester.



The screenshot shows the "Email Archive" configuration section. It includes a "Site email address" field with the text "NU460108Spring17" entered, followed by "@ecampus.southalabama.edu".

Figure 12. Email Archive Site email address

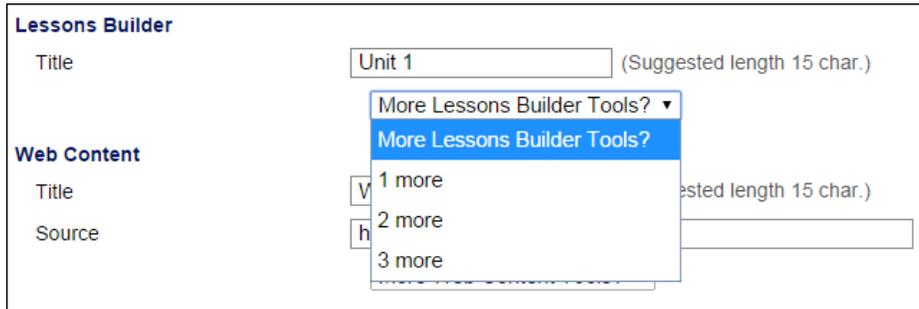
- If you select the Lessons Builder tool, you will be prompted to provide a new name to appear in the left navigation list (see Lessons Builder How-to Guide for more information).



The screenshot shows the "Lessons Builder" configuration section. It includes a "Title" field with the text "Unit 1" entered, followed by "(Suggested length 15 char.)" and a "More Lessons Builder Tools?" dropdown. At the bottom are "Continue", "Back", and "Cancel" buttons.

Figure 13. Renaming Lessons Builder Title

At this point, you may also automatically create multiple tabs for several units at once. For example, if you type “Unit 1” in the title box and then select More Lessons Builder Tools, you can add additional units. If you select “3 more”, then you will get tabs that say Unit 1, Unit 2, Unit 3, and Unit 4.



The screenshot shows the 'Lessons Builder' interface. At the top, there is a 'Title' field containing 'Unit 1' with a '(Suggested length 15 char.)' note. Below this is a dropdown menu labeled 'More Lessons Builder Tools?'. The menu is open, showing options: 'More Lessons Builder Tools?' (highlighted in blue), '1 more', '2 more', and '3 more'. Below the dropdown, there is a 'Web Content' section with 'Title' and 'Source' fields, and another '(Suggested length 15 char.)' note.

Figure 14. Adding multiple units

- If you select the Web Content tool, you will be prompted to enter a title and URL for the website you would like to appear as a link in your left navigation list. You may add multiple links.



The screenshot shows the 'Web Content' tool interface. It has a 'Title' field containing 'USA Health System' with a '(Suggested length 15 char.)' note. Below it is a 'Source' field containing 'http://www.usahealthsystem.com'. At the bottom, there is a dropdown menu labeled 'More Web Content Tools?'.

Figure 15. Renaming Web Content tool

Once you have renamed the Lessons Builder and Web Content tools, the new names will appear in the left navigation list and in your site tool list. You may add additional items at any time by using the Edit Tools function in the Site Editor.

9. Optional: Copy content from a project site or a previously taught course site.

Syllabus Use Syllabus to create a unit-based outline of your course.

Tests & Quizzes Use Tests & Quizzes to create, edit and manage online assessments.

Web Content Use Web Content to display a web site outside the system.

Wiki Use Wiki to create a website that allows site participants to collaborate.

Choose external tools to include on your site...

LiveText LiveText portfolio management system. For use by College of Arts and Sciences.

Re-use Material from Other Sites You Own

No, thanks.

Yes, from these sites:

NU-460-101 Spring Semester 2015
NU-460-101 Spring Semester 2016
NU-460-101 Spring Semester 2017
NU-460-101 Summer Semester 2013
NU-460-101 Summer Semester 2014

Note: To select more than one item, hold down the CTRL key (Windows) or the Apple key (Mac) and click the items.

Continue **Back** **Cancel**

Figure 16. Re-use Material from Other Sites You Own option

In the event you choose to copy from an already existing project site you created or a course site you previously taught, once you click Continue, you will then be allowed to selectively choose all or part (i.e., which parts) of the content you would like. First, select all of the tools you want to import content into on this page.

Re-use Material from Other Sites

Re-use material from other sites you own...

Choose the material you want to re-use from these sites. You can combine material from multiple sites.

NU-460-101 Spring Semester 2016

Syllabus

Announcements

Forums

Lessons Builder

Resources

Assignments

Tests & Quizzes

Gradebook

Web Content

Site Statistics

Smarthinking

Continue **Back** **Cancel**

Figure 17. Re-use Material from Other Sites tools selection

10. Accept the default Publish Site if you would like your course to be available to students IMMEDIATELY before the start of the term. Choose Leave as Draft - accessible only to site maintainers to make the site available to students on the first day of class (you may still choose to publish your site at any time after you complete setting up the course site). Once you have made your selection, click Continue at the bottom of the page.

Figure 18. Course Site Access options

11. The final screen of the course setup process summarizes and allows you to review all the choices you have made; you may review the choices and click Create Site if satisfied or click the Back button to go back to a previous screen and change your choices. Once your site is created, you are ready to begin working in your course.

Figure 19. Confirmation page

NOTE: With the Banner integration, instructors and rosters are automatically updated in USAonline courses. When an add/change/delete (drop) occurs in Banner, it is updated three times a day (morning, midday and early evening), seven days a week via batch update in USAonline.

Setting/Resetting Your USAonline Password

JagMail Email Users (@southalabama.edu)

Go to <https://jagmail.southalabama.edu> to get or reset your JagMail account information or password. You may also contact helpdesk@southalabama.edu if you need additional assistance, or call Academic Computing at the USA Computer Services Center at (251) 460-6161.

Health Systems Email Users (@health.southalabama.edu)

Faculty/staff who have @health.southalabama.edu email accounts must go through the [Sakai Access Manager](#) to "initialize" their Sakai accounts prior to their first time signing on to USAonline. It can be accessed by clicking on the highlighted links (denoted as "Sakai Access Manager") in this document or by clicking on "Forgot Password?" from the USAonline login page. Once you do, simply follow the prompts and provide the requested information.

Instructional Help

USAonline Workshops:	http://usailc.org/events/
USAonline Resources:	http://usailc.org/sakai-resources/
USAonline Faculty & Staff Tips:	http://usailc.org/factips/

Support

USAonline 24/7 Tech Support:
<http://supportcenter.embanet.com/usa>
(855) 577-2032

USAonline Local Tech Support (Monday-Friday, 8 a.m. - 5 p.m., CT, except school holidays):
ecampus@southalabama.edu
Office: (251) 461-1888

*For further assistance, contact the Innovation in Learning Center/USAonline at (251) 461-1888 or <http://usailc.org>.