

How to Create a New Project Site and Import Content from Other Project sites

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This guide will demonstrate how to create a new project site and import content from an existing project site.

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Creating a New Project Site

1. Click Site Setup from the left navigation menu.
2. Click New in the top left corner of the screen. The Site Type screen will appear.

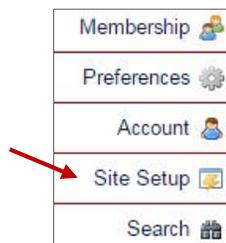


Figure 1. Site Setup button



Figure 2. New option

3. Click project site and then click Continue. The Project Site Information screen will appear.

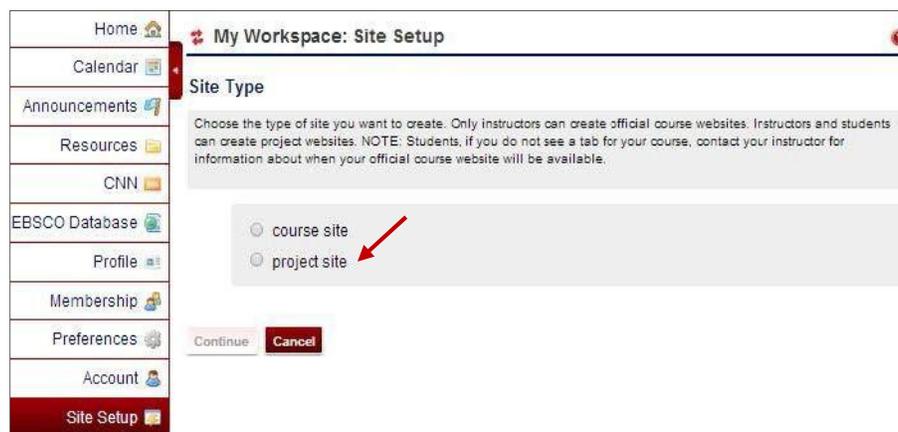


Figure 3. Project site option

4. Enter a site title.
5. Enter a description for your project site in the Rich Text Editor.
6. Enter a short description. The short description is what people see if the site is publicly available.
7. Enter a Site Contact Name and Site Contact Email. By default, the site contact name and contact email will have your name and email.

The screenshot shows the 'Project Site Information' form. At the top, it says 'Enter basic information about the project site...'. Below this, there's a note: 'A * means required information.' The form has several sections:

- Site Title:** A text input field with a red circle '4' next to it.
- Site Language:** A dropdown menu showing 'User Language (default)', 'Arabic', 'Catalan (Spain)', 'Chinese (China)', and 'Dutch (Netherlands)'.
- Description:** A Rich Text Editor with a toolbar and a text area. A red circle '5' is next to the text area.
- Short Description:** A text input field with a red circle '6' next to it. Below it, it says '(displayed in publicly viewable list of sites. Max 80 characters)'.
- Icon URL:** A text input field.
- Site Contact Name:** A text input field with a red circle '7' next to it.
- Site Contact Email:** A text input field.

At the bottom, there are three buttons: 'Continue', 'Back', and 'Cancel'. A red circle '8' is next to the 'Continue' button.

Figure 4. Project Site Information screen

8. Click Continue when you have finished. The Project Site Tools screen will appear.

Adding Tools to the Project Site

1. The next step is to add tools to your project site. Click the check box next to the tools that you want (*tools can be added or deleted at any time even after a site is created*). Click Continue at the bottom of the screen after you have selected tools.

Note: If you want to collect statistics about member 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.

| Project Site Tools | |
|---|--|
| Choose tools to include on your site... | |
| <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"/> | 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 tool based assignments. |
| <input type="checkbox"/> | Basic LTI IMS Basic Learning Tools Interoperability. |
| <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 checked="" type="checkbox"/> | Chat Room Use Chat to engage in real time, unstructured conversations with your site members. |
| <input type="checkbox"/> | Class Climate Online Surveys Class Climate Online Survey Tool |
| <input checked="" type="checkbox"/> | Cog The Cog (Collaborative Log) tool allows Sakai worksite users to post log entries in a similar way to blog tools like Google's Blogger and Wordpress, entries which can either be viewed by the rest of the worksite members or kept private to the author. |
| <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 checked="" type="checkbox"/> | Email Archive Use Email Archive to see a list of messages that have been sent to your site. |
| <input type="checkbox"/> | Foliotek ePortfolio Foliotek 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"/> | Linker Sakai Linker Plugin - integrates Sakai and other products. |
| <input checked="" type="checkbox"/> | Lessons Use Lessons to create, publish, and manage online instructional sequences for your site. |
| <input checked="" type="checkbox"/> | Getting Started [Lesson Builder] For creating content modules and sequences; can be organized by week or unit |
| <input checked="" type="checkbox"/> | Schedule [Lesson Builder] For creating content modules and sequences; can be organized by week or unit |
| <input 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 5. Site Tools selection

A note about the Email Archive, Lesson Builder, and Web Content tools in USAonline: Additional information relevant to each tool is requested on the subsequent screen:

My Workspace: Site Setup

Add Multiple Tool Instances
Add multiple tool instances or configure tool options. You can also make configuration adjustments later in the site using the Options menu for each tool instance.

Email Archive
Site email address: []@campus.southalabama.edu

Lessons Builder
Title: Lessons Builder (Suggested length: 15 char.)
More Lessons Builder Tools? []

Web Content
Title: Web Content (Suggested length: 15 char.)
Source: http://
More Web Content Tools? []

Continue Back Cancel

Figure 6. Additional information screen for selected tools.

- If you select the Email Archive tool, you will be requested to provide a site email address. Normally, this should be the site name.

Add Multiple Tool Instances
Add multiple tool instances or configure tool options. You can also make configuration adjustments.

Email Archive

* Site email address @ecampus.southalabama.edu

Figure 7. Email Archive site address

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

Lessons Builder

Title (Suggested length 15 char.)

Figure 8. Renaming Lesson Builder tool.

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 Lesson 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.

Lessons Builder

Title (Suggested length 15 char.)

Web Content

Title (Suggested length 15 char.)

Source

- 1 more
- 2 more
- 3 more

Figure 9. Adding multiple units.

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

Web Content

Title (Suggested length 15 char.)

Source

Figure 10. Renaming Web Content tool.

Once you have renamed these 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.

Importing Materials from other Project Sites

1. After you have checked the tools that you want to add to your project site, go to the bottom of the page where it says Re-use material from other sites you own. Select Yes, from these sites.



Figure 11. Re-use Material from Other Sites You Own option

2. Select the site(s) by clicking the name(s) and then click Continue. The Re-use Material from Other Sites You Own screen will appear.
3. Choose the material you want to re-use from these sites by selecting the box next to each tool.

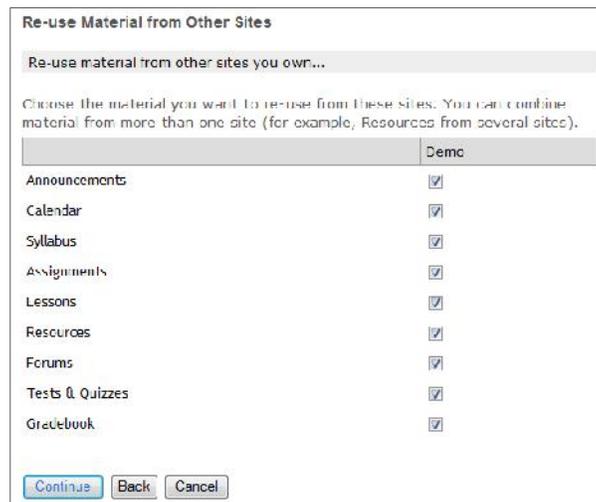


Figure 12. Re-use Material from Other Sites screen

4. Once you have selected the materials that you want to re-use, click Continue. The Project Site Access screen will appear.

Setting Project Site Access

1. Select a site status. If you publish your site, it will be viewable to the site participants. You can also choose to leave the site as a draft so that participants cannot view the site.

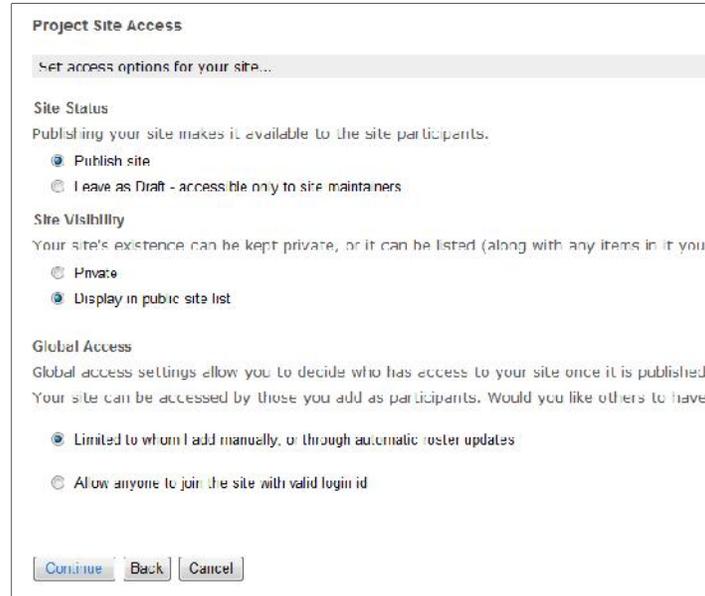


Figure 13. Project Site Access screen

2. Select a site visibility status. You can keep the site private or display it to the public.
3. Select a global access status. The first option limits access to the site. Only individuals added to the site manually or through the Banner system will have access. The second option allows anyone to join the site.
4. Once you have set your global access status, click Continue.
5. You will be asked to confirm your site setup selections. Click Create Site.

Adding Participants to your Project Site

If your project site will be collaborative, the next step would be to add participants. First, make sure that you are in your new project site.

1. To add participants, go to the Site Editor tool, and click Add Participants at the top of the screen. The Add Participants screen will appear.

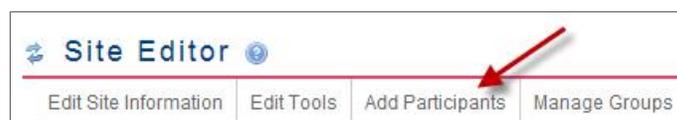


Figure 14. Add Participants button

2. In the top box, enter either the Jag number or university affiliated email of participants you wish to participate in the project site.
3. Under participant roles you can assign all participants the same role or different roles. Click Continue.

Test

Site Editor

Add Participants

Other Official Participants

Official Email Address or Username

Note: Enter multiples each on separate line (no punctuation)

Non-official Participants

Email Address of Non-official Participant

Note: Enter multiples each on separate line (no punctuation)

Participant Roles

Assign all participants to the same role

Assign each participant a role individually

Participant Status

Active

Inactive

[Continue](#) [Cancel](#)

Figure 15. Add Participants screen

4. Choose a role for the participants. You can change any role later in the main Site Editor screen. Directly across from the participant's name, select the role from the choices in the drop down box. You can choose guest, organizer, or participant roles in a project site. The organizer role is similar to the instructor role and the participant role is similar to the student role. Click Continue when you finish.



Figure 16. Choose a Role for Participants screen

5. Select whether or not the participants will get an email that the site is available.

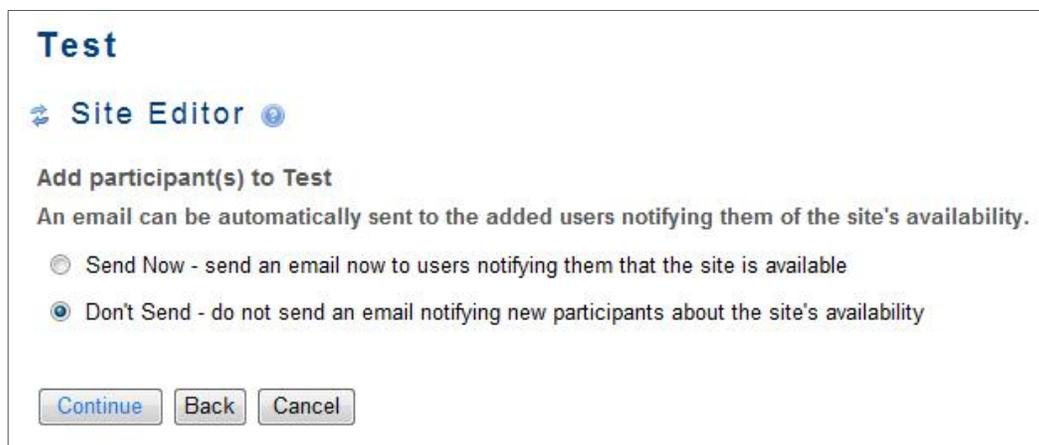


Figure 17. Add participant(s) to [Name of Site] screen

6. Click Continue. You will be directed back to the Site Editor screen.

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