

# Oncourse: Site Setup, Setting up and Organizing a Site

Use Site Setup to revise or organize course or project site information.

## Adding or Removing Tools Using the Edit Tools Link

For each site you can customize the list of available tools. You can add or remove tools using the Edit Tools link.

1. From the list of tools on the left, **Click Site Setup**.

The Site Setup tool opens. Across the top of the screen you see the following links:



Figure 1

2. **Click the Edit Tools link.**
3. To add tools, **Check the checkboxes** next to the tools you wish to add to your site. To remove tools, **Uncheck the checkboxes** next to the tools you wish to remove from your site.
4. **Click Continue.**
5. **Click Finish.**

## Adding Tools Using the Reorder Tools Link

Tools can also be added using the Reorder tools link.

1. From the list of tools on the left, **Click Site Setup**.
2. **Click the Reorder Tools link.** You will see the active tools that are currently showing in the menubar to the left.
3. To add tools, at the top of the screen, **Click Add tool(s) to your site.**
4. **Check the checkboxes** next to the tools you wish to add to your site. (You will only see those tools which have not been added).
5. **Click Add selected tools.**
6. **Click Save** for the change to take effect.

The tools on the left side now have been updated

## Reordering or Hiding Tools

Tools can also be reordered or hidden by using the Reorder Tools link.

1. If necessary, from the list of tools on the left, **Click Site Setup**.
2. **Click the Reorder Tools link.**

You will see the tools listed that are active for your site.

Home	
Syllabus	
Roster	
Resources	
Library Resources	
Tests & Surveys Beta	
Gradebook	
Messages	
Announcements	
Site Setup	
SIS Grade Roster	
Assignments 2	

Figure 2

3. To change the order of the tools, hover the mouse over the tool title and Click and Drag the different tools until they are in the order you want.
4. **Click Save** for the changes to take effect.
5. To remove a tool, **Click the red X**.  
*Note: The tools without a red X cannot be removed).*
6. To hide a tool from normal users, **Click the yellow light bulb icon**.  
*Note: It is not necessary to Click Save when hiding or removing a tool.*

## Adding a Participant to a Site and Assigning a Role

---

You may want to add guest speakers or others who are not a part of the official class roster. Be aware that the Registrar will not remove participants that you add using this method.

1. In **Site Setup** near the top of the screen, **Click the Add Participants link**.
2. In the **Official Email Address or Username field**, **Type the IU username or the username of an IU Guest Account (an email address)**.
3. Next, you must assign a role to the new participant(s).
  - a. To assign all participants to the same role, **verify that Assign all participants to the same role radio button** is selected.
  - b. To assign individual roles, **Click on the Assign each participant a role individually radio button**.
4. **Click Continue**.
5. From the **Choose a Role for Participants screen**, **Select an appropriate role**.
6. **Click Continue**.
7. To notify the participant(s) that the site is available, **Select the "Send Now - send an email now to users notifying them that the site is available" radio button**. Alternatively, you may choose not to send a notifying e-mail: **Click the "Don't Send – do not send an email notifying new participants about the site's availability" radio button**.
8. **Click Continue**.
9. To confirm the adding of the participant(s), **Click Finish**.  
*Note: To change permissions for a participant at a later time, just go back to Site Setup and change the role of the participant.*

## Making the Site Hidden or Published

---

By default, the site is publically viewable by the participants.

1. On the **Site Setup** screen, near the top of the screen, **Click on the Manage Access link**.
2. To hide the site until you are ready to publish it, **uncheck the Publish site checkbox**.
3. **Click Update**

## Editing a Site

---

You can edit your site description and the Site contact name for certain types of worksites.

1. To edit information about your site, **Click Edit Site Information**.  
*Note: You cannot edit the title of a course site.*
2. You may choose to provide an easy-to-remember alias for your site in place of your site's sitelD. To do so, **type a new alias** in the **Site URL Alias** text field.
3. In the **Description** field, type the information that you wanted displayed in your site's Worksite Information box.
4. Type the appropriate information in the **Site Contact Name** and **Site Contact Email** fields.
5. **Click Continue**.
6. To confirm, **Click Finish**. Alternatively, to cancel changes, **Click Cancel**.  
*Note: You cannot delete a course site. Courses remain available in Oncourse for eight semesters. For information on how to hide or change the order of course sites, go to: <http://kb.iu.edu/data/arox.html>.*

## Combining Course Sites

---

If the course you are teaching has several sections, you may want to combine each section into a single parent site so that you need to maintain only one syllabus, calendar, sets of materials, etc. However, it is best to combine course sites **before** adding content because content from individual sites is not automatically transferred to the parent site and all the tools in the individual sites are disabled.

1. To combine course sites, go into a site you wish to combine with others.
2. From the palette of site tools on the left of the Oncourse window, **Click Site Setup**.
3. From the list of links near the top of the screen, **Click Combine Rosters**.
4. If you already created a parent site, **Click on the Choose a Destination** option. Then, when you have provided the parent site, **Click on Continue**. Otherwise, skip this step.
5. On the Combine Rosters screen, **Click the checkboxes** to select the sections you want to combine.  
*Note: If you are combining sites from different campuses, you will be asked to choose a new name for the parent site.*
6. **Click Continue**.  
*Note: The site from which you accessed Site Setup is selected automatically. Also, sections that are combined into another parent site will be listed, but will have grayed-out checkboxes.*
7. **Click Finish**.  
*Note: The new site appears either as a new tab or as a new entry in the -more- drop-down list. The name of the new site includes a "C" to indicate that it's a combined section. If you no longer wish to see the individual sections, you can remove them from your tabs.*

*Note: Once rosters have been combined into a parent site, the tools for the original sites are disabled. To import content from those sites, you will have to go to **My Workspace** and use **Worksite Setup** to add the tools that have content you want to import.*

## **Importing Data from another Site**

---

For any course or project site you create, you can import instructor-generated content (e.g., announcements, assignments, tool settings) from one or more other sites you own. Submitted materials, such as completed assignments, forum postings, or grades, cannot be imported using this method; you must download and save such material manually.

1. In the list of tools at the left, **Click Site Setup**.
2. From the list of links near the top of the screen, **Click Import from Site**.
3. On the Import Data screen, choose one of the following:
  - **I would like to replace my data.** Use this option if you want the imported data to overwrite the existing data. This method allows you to import Gradebook settings.
  - **I would like to merge my data.** Use this option if you want the imported data to merge with the existing data. This method does not import Gradebook settings.
  - **I would like to merge my user(s).** Imported users will merge with existing users. This method only imports those users manually added to a site. It does **not** import users added to a site by the Office of the Registrar.
4. **Select the box next to the site that contains the source data.** If you merge data, you can choose more than one site. If you choose to replace data, you can only choose one site.
5. **Click Continue.**
6. Under the name of the site(s) you selected, check the box next to each tool that contains source material you want to import.

*Note: If a box is grayed out, it means the corresponding tool is not available in that site.*
7. **Click Finish.**

*Note: When you import Gradebook settings, it is possible to import an item with a Gradebook Item Point Value of less than or equal to zero; however, if you try to edit such an item, you will receive an error message.*