

Coursar Sites

At the end of this tutorial, you will be able to answer the following questions:

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Note:

- The terms **Instructor**, **Maintainer**, and **Owner** refer to the same role in Coursar. They are used interchangeably in this document.
- The terms **Student**, **Participant**, and **Member** refer to the same role in Coursar. They are used interchangeably in this document.
- **Course & Project** sites both refer to a **worksite** or a **site** in Coursar's terminology. They are used interchangeably in this document. Anything that is used in a Course site can be used in a Project site, and vice versa.

What are Coursar sites?

Coursar Sites are designed to facilitate teaching, learning, and collaboration. You can create FREE sites and add any Coursar registered user you wish to your site.

Coursar Sites are mainly used to manage a Course or Project worksite.

Course Sites:

Course sites usually contain a selection of tools and resources provided by the instructor so that students may access course materials, interact with other site participants, and submit work.

Project Sites:

Project sites are typically worksites where a project director, team, or committee can make announcements, engage in online discussions, and share resources such as documents or links to other web sites. Project sites have all of the same tools available as course sites.

Default roles in Coursar Sites:

The default participant roles in a Coursar site are:

- **Instructor_Maintainer:** Instructors or Maintainers have full permissions throughout the site, including the ability to publish the site and set its global access. Instructors and Maintainers can read, revise, delete, and add both content and participants to a site.
- **TeachingAssistant_Coordinator:** Teaching Assistants and Coordinators can read, add, and revise most content.
- **Student_Participant:** Students or Participants can read content, and add content to a site where appropriate.

Note: Additional customized roles may be added to your site by Coursar Team. Please contact the Support team for details.

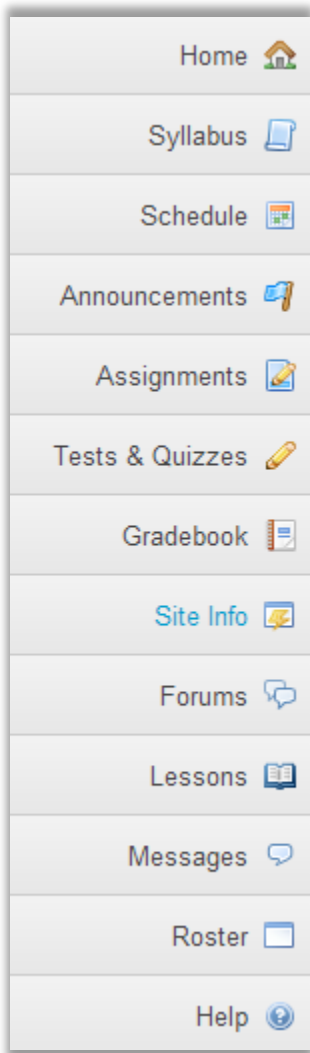
How do I navigate in a site?

My Workspace is your individual online workspace. When you first log in, you go to My Workspace automatically. To return to your workspace after visiting other sites, click My Workspace in the upper left corner of the screen. Additional course and project sites appear as tabs across the top of the screen. Click a tab to go to the corresponding site.

It is strongly recommended that you use the site navigation, and not the back and forward buttons in your web browser, to navigate within a site.

Note: If you are not yet a member of any sites, you will see only a My Workspace tab at the top of the screen.

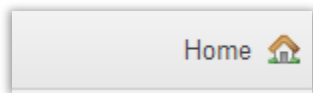
The Tool Menu.



The **Tool Menu** is a customizable column along the left side of the screen with links for each available tool (e.g., Announcements, Forums, etc.). The number of links will vary depending on which tools were chosen for a site. Menu colors and icons may also vary depending on the theme or skin chosen for your site.

Click the tool's name to go to the corresponding tool.

The site Home page.



Home on the Tool Menu takes you to the home page for the site you're in. Home pages can contain a list of recent announcements, recent discussion items, calendar posts and other selected resources.

The Reset button.

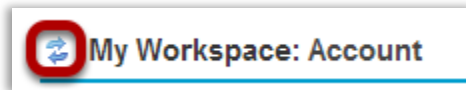


When you're using a tool, the **Reset** button, located to the left of the tool's name, takes you back to the first page of that tool and resets the tool.

What is the Reset button?

The reset button returns you to the starting point of the tool you're using, as if you had entered the tool in a new session.

Reset button location



The reset button appears to the left of the name of the tool you're using and looks like two blue arrows pointing in opposite directions.

Note: If you return to the starting point of the tool before saving (e.g., before choosing to add, post, save as draft, etc.), you will lose any information you have entered.