

# 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.*

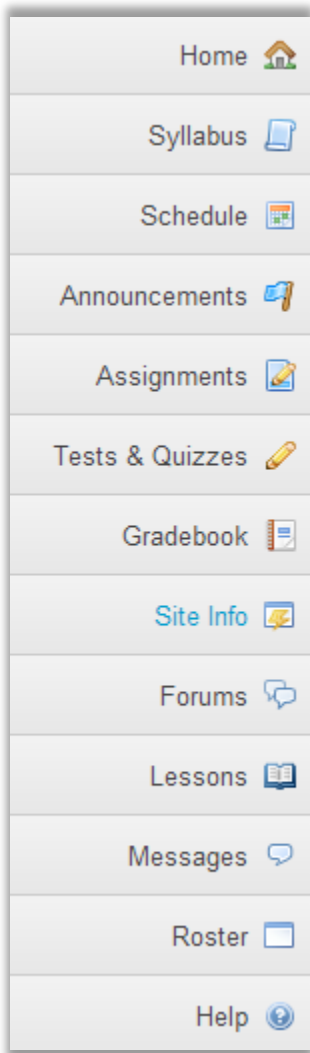
## How do I navigate in a site?

**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.*

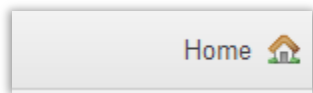
### The Tool Menu.



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.

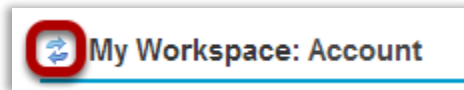


When you're using a tool, the **Reset** button, located to the left of the tool's name, takes you back to the first page of that tool and resets the tool.

## 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



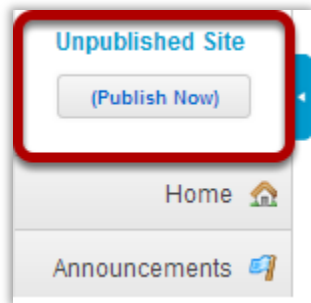
The reset button appears to the left of the name of the tool you're using and looks like two blue arrows pointing in opposite directions.

*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.*

## What does Unpublished Site mean?

By default, most sites in Coursar are Unpublished when they are first created. This gives instructors or course designers a chance to go in and edit the content of the site before it is available to students and other users.

### Unpublished Site Indicator



If you see the Unpublished Site indicator above the Tool Menu in your site, that means your site is unpublished and is unavailable to students, teaching assistants, or other user roles which do not have editing permission.

If the Unpublished Site indicator does not appear, this means that your site has already been published.

Instructors always have access to both published and unpublished courses in which they are enrolled.

Click **(Publish Now)** to make your site available to all enrolled users.

*Note: You may also publish/unpublish your site from the Manage Access area in **Site Info**.*

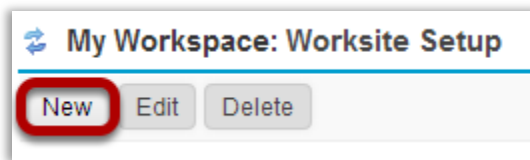
## How do I create a new FREE site?

All Coursar registered users can create new course or project sites, you may do so from either **Worksite Setup** or the **More Sites** tab in *My Workspace*.

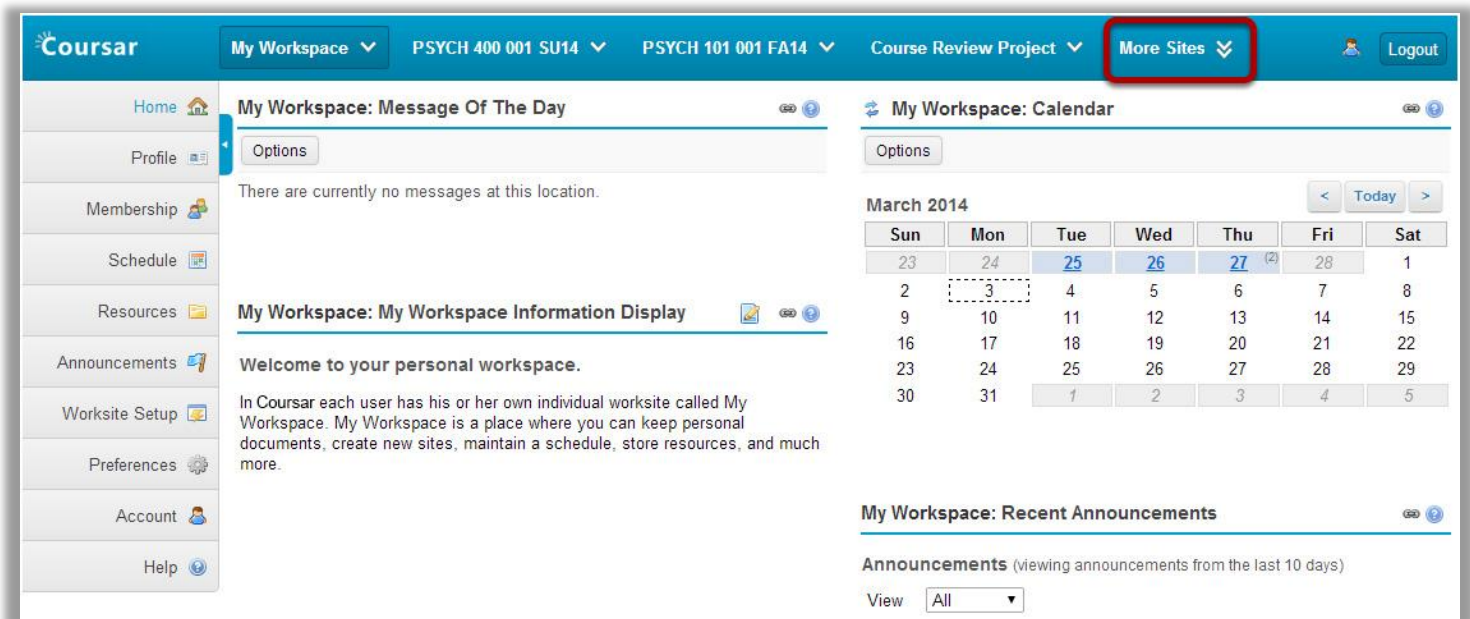
### Go to Worksite Setup.

Select the **Worksite Setup** tool from the Tool Menu in My Workspace.

### Click New.

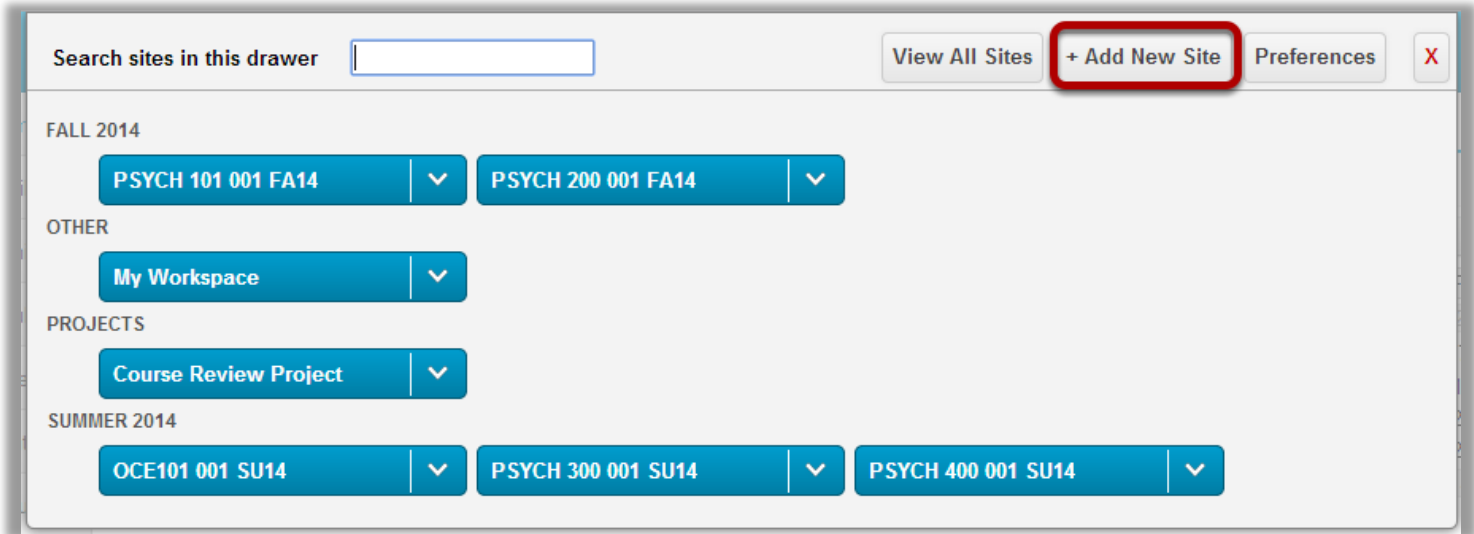


### Or, go to More Sites.

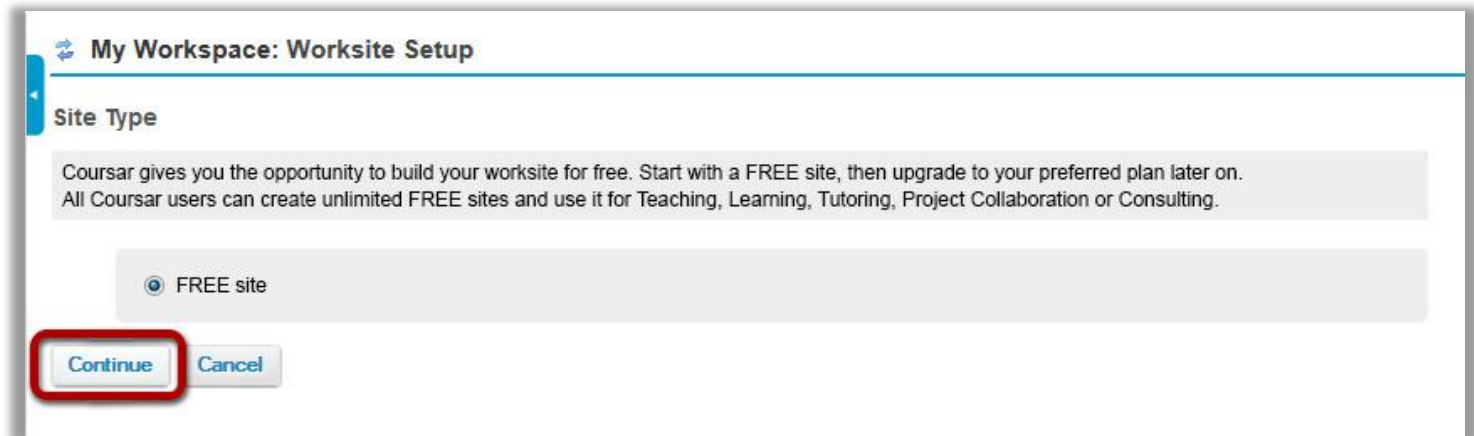


Click on the **More Sites** tab in My Workspace to view your active sites drawer.

From your sites drawer, click Add New Site.



Select Free site.



Start with a FREE site, then you can upgrade to your preferred plan later on.

Select **Free** site and then click **Continue**.



Enter site information.

Enter the site title.

\* Site Title

Select site language.

Site Language

- User Language (default)
- Basque [eu] Basque
- català - Espanya [ca\_ES] Catalan - Spain
- Deutsch - Deutschland [de\_DE] German - Germany
- English - Australia [en\_AU] English - Australia

If desired, you can change the default language for your site to any of the available languages listed.

Click on the desired language to select it.

Enter a site description.

Description (displayed on the site's home page)

Source  Undo  Redo  Bold  Italic  Underline  Strikethrough  Bulleted List  Numbered List  Indent  Outdent  Link  Unlink  Image  Table  Table of Contents  Spell Check  Help

Styles - Heading 1 - Font - Size - A - A -

Welcome to your online classroom!

body h1 Word Count : 5

The information entered into the description area will appear on the site's home page. You may use the **Rich Text Editor** here to enter your description.

## Enter a short description.

Short Description (displayed in publicly viewable list of sites. Max 80 characters)

You may also enter a short description (with a maximum of 80 characters). This short description will display in the publicly viewable list of sites.

## Select a theme.

Appearance (Theme)  Site will display this theme.

If your instance has a selection of themes or "skins" installed, you may select a theme from the drop-down menu. The theme controls the banners, colors and images displayed throughout your site.

## Enter the site contact information.

\* Site Contact Name

Site Contact Email

Enter the name and email address for the site contact. (This is typically the site creator, owner, or instructor.)

## Click Continue.

Click **Continue** to save your changes.

## Select site tools.

**Course Site Tools**

Choose tools to include on your site...

**General** 14

- Home**  
For viewing recent announcements, discussion, and chat items.
- Announcements**  
For posting current, time-critical information
- Assignments**  
For posting, submitting and grading assignment(s) online
- Chat Room**  
For real-time conversations in written form
- Drop Box**  
For private file sharing between instructor and student
- Email**  
Send mail to select participants in your site.
- Email Archive**  
For viewing email sent to the site
- External Tool**  
Launch external tools using IMS Learning Tools Interoperability.
- Forums**  
Display forums and topics of a particular site
- Gradebook**  
For storing and computing assessment grades from Tests & Quizzes or that are manually entered
- Lessons**  
For creating content modules and sequences; can be organized by week or unit
- Messages**  
Display messages to/from users of a particular site
- News**  
For viewing content from online sources
- Podcasts**  
For managing individual podcast and podcast feed information
- Polls**  
For anonymous polls or voting
- PostEm**  
PostEm gradebook tool for sakai.
- Resources**  
For posting documents, URLs to other websites, etc.
- Roster**  
For viewing the site participants list
- Schedule**  
For posting and viewing deadlines, events, etc.
- Search**  
For searching content
- Section Info**  
For managing sections within a site
- Sign-up**  
For enabling online registration for meetings and other events.
- Site Info**  
For showing worksite information and site participants
- Statistics**  
For showing site statistics by user, event or resource of the site
- Syllabus**  
For posting a summary outline and/or requirements for a site
- Tests & Quizzes**  
For creating and taking online tests and quizzes
- Web Content**  
For accessing web content from an external website within the site.
- Wiki**  
For collaborative editing of pages and content

**Selected tools**

- Home X
- Announcements X
- Assignments X
- Forums X
- Gradebook X
- Lessons X
- Messages X
- Resources X
- Roster X
- Schedule X
- Site Info X
- Statistics X
- Syllabus X
- Tests & Quizzes X

Place a check mark next to any tools that you would like to use in this site.

## Re-use existing material.

**Re-use Material from Other Sites You Own**

No, thanks.

Yes, from these sites:

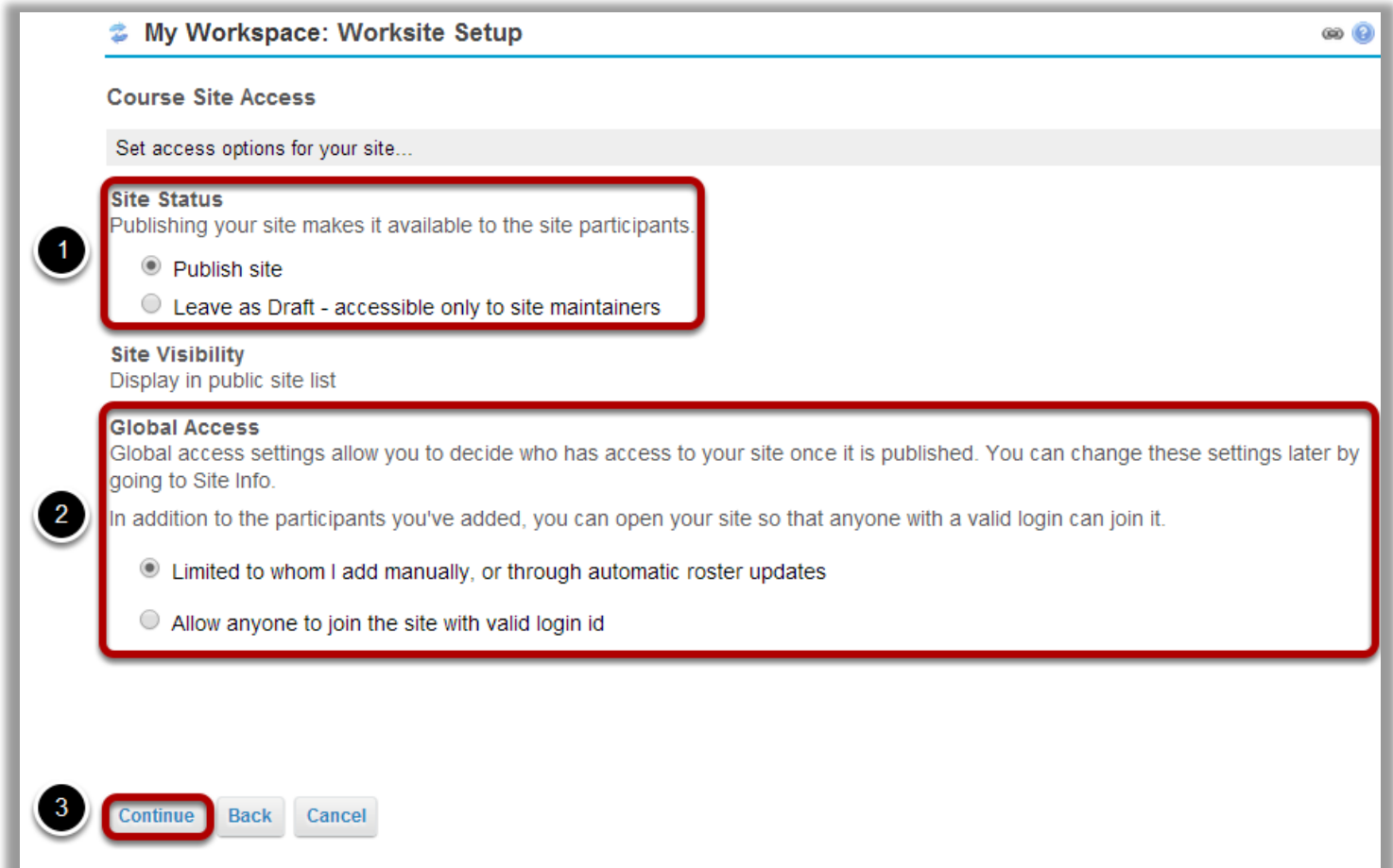
Course Review Proj  
OCE101 001 SU14  
PSYCH 101 001 FA1  
PSYCH 101 001 FA1  
PSYCH 101 001 FA1

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

You may choose to re-use material from other sites that you own. Choose either **No** or **Yes** for this option. (If you select Yes, indicate the site(s) from which to copy content in the list shown below.)

## Click Continue.

## Configure site access.



**My Workspace: Worksite Setup**

**Course Site Access**

Set access options for your site...

**1** **Site Status**  
Publishing your site makes it available to the site participants.

- Publish site
- Leave as Draft - accessible only to site maintainers

**Site Visibility**  
Display in public site list

**2** **Global Access**  
Global access settings allow you to decide who has access to your site once it is published. You can change these settings later by going to Site Info.

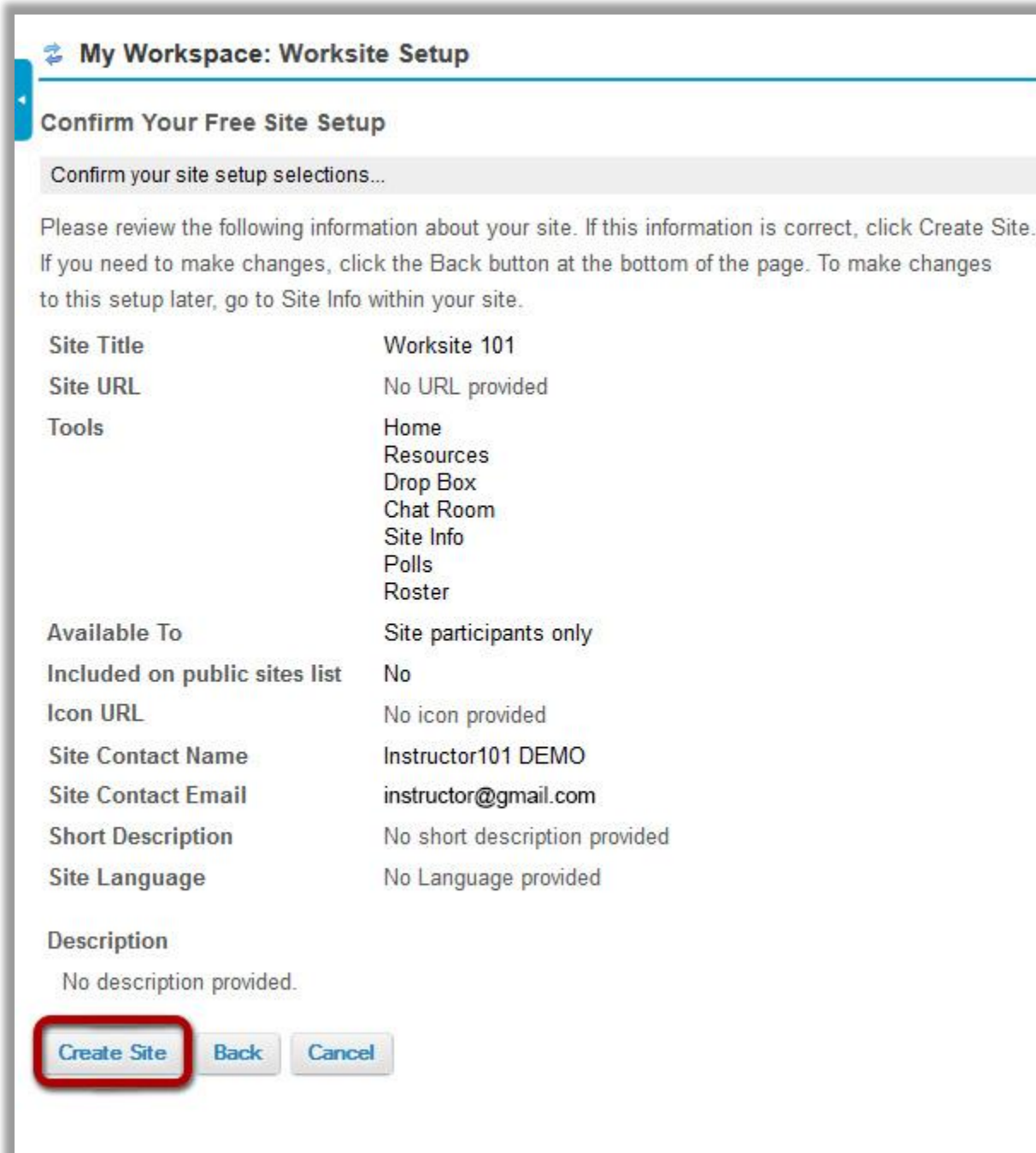
In addition to the participants you've added, you can open your site so that anyone with a valid login can join it.

- Limited to whom I add manually, or through automatic roster updates
- Allow anyone to join the site with valid login id

**3** **Continue** Back Cancel

1. Select to **Publish** the site, or **Leave as Draft** (i.e. unpublished). Unpublished sites are only visible to site owners, not other participants such as students.
2. Choose to make site access **Limited to whom I add manually** or **Allow anyone to join the site with valid login id**.
3. Click **Continue**.

Confirm site setup.



You will see a screen which displays all of the site settings for verification. If everything appears correct, click **Create Site**. Now, you can access your new FREE site from the top bar.