

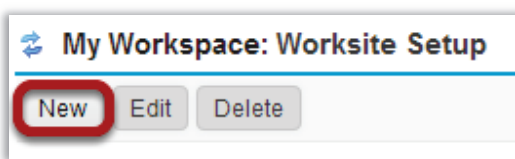
## How do I create a new FREE site?

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*.

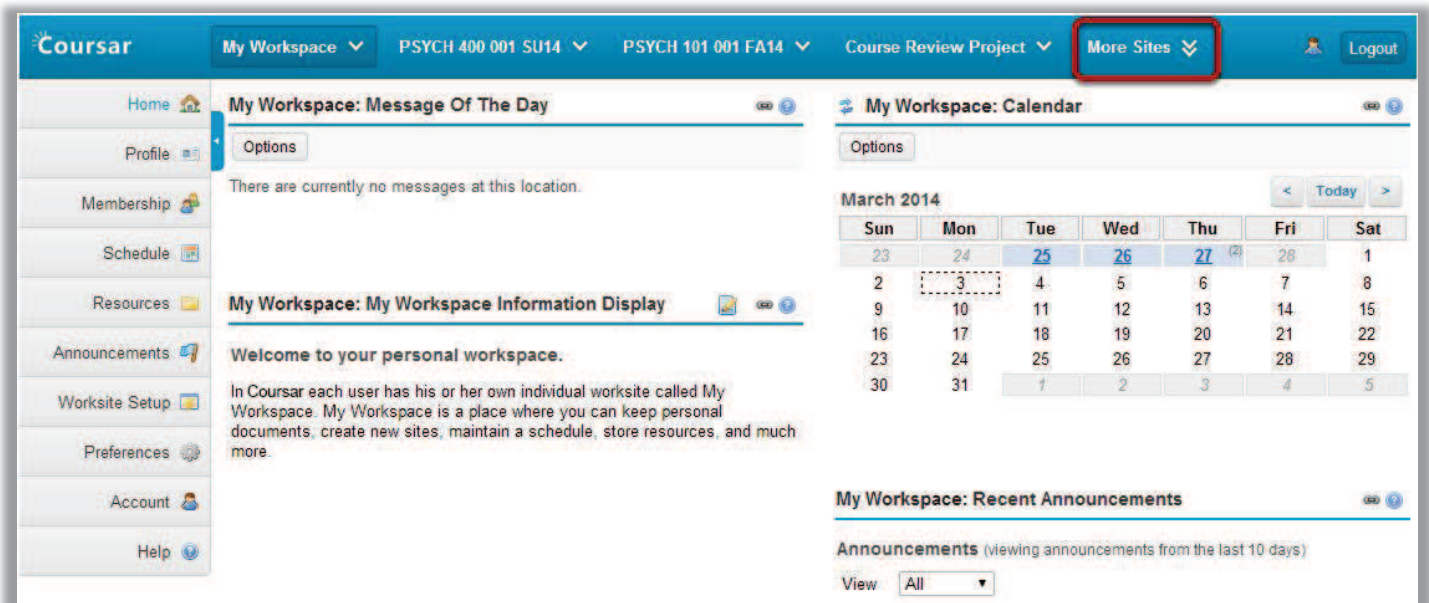
### Go to Worksite Setup.

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

### Click New.

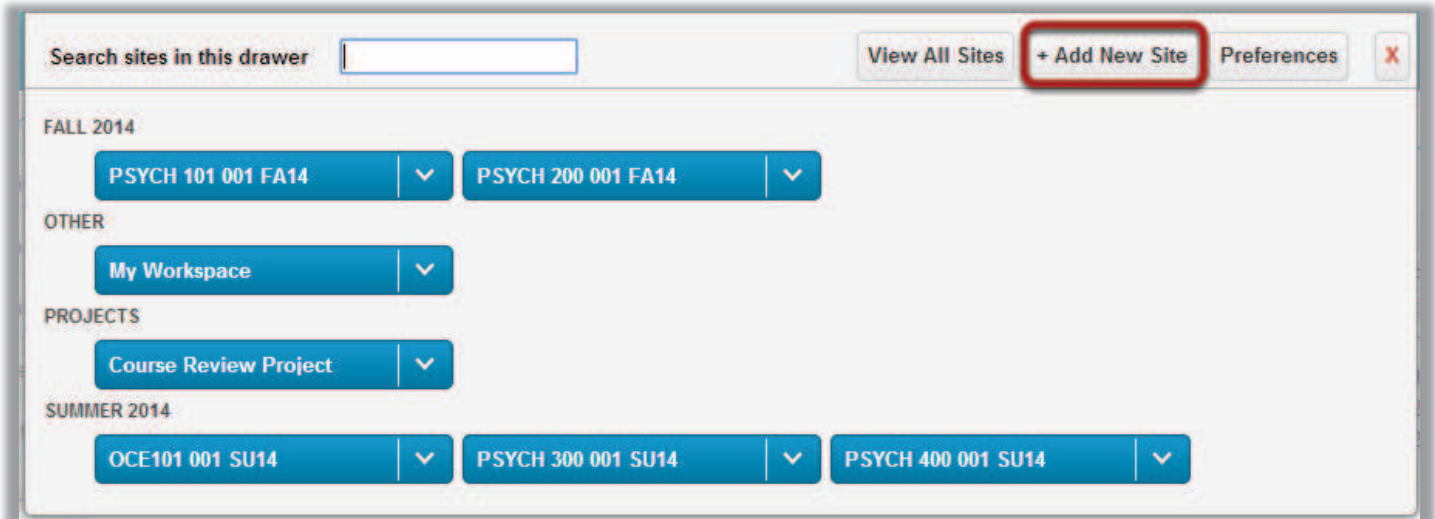


### Or, go to More Sites.

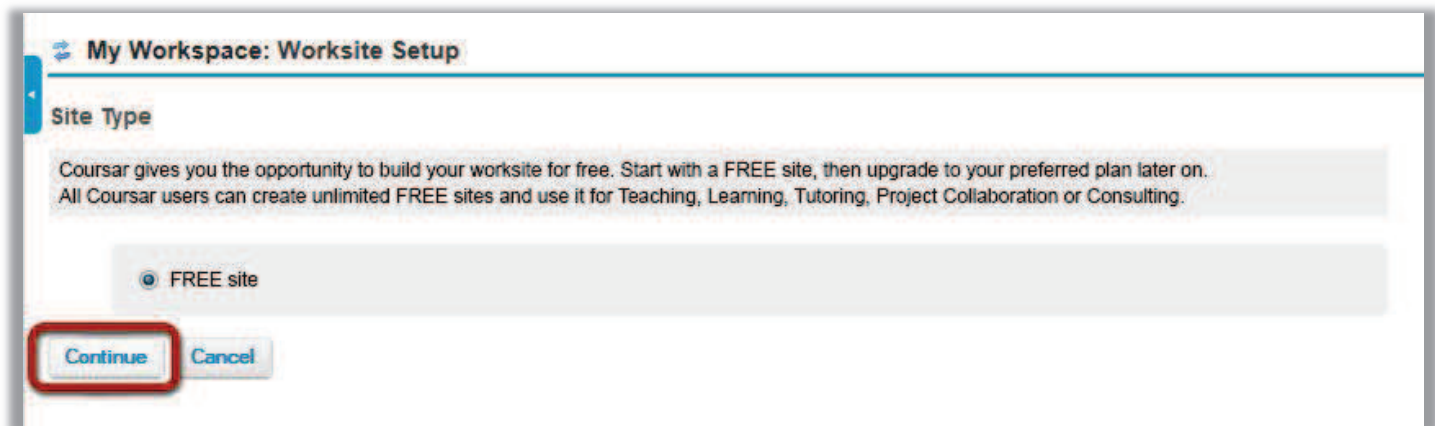


Click on the **More Sites** tab in My Workspace to view your active sites drawer.

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 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

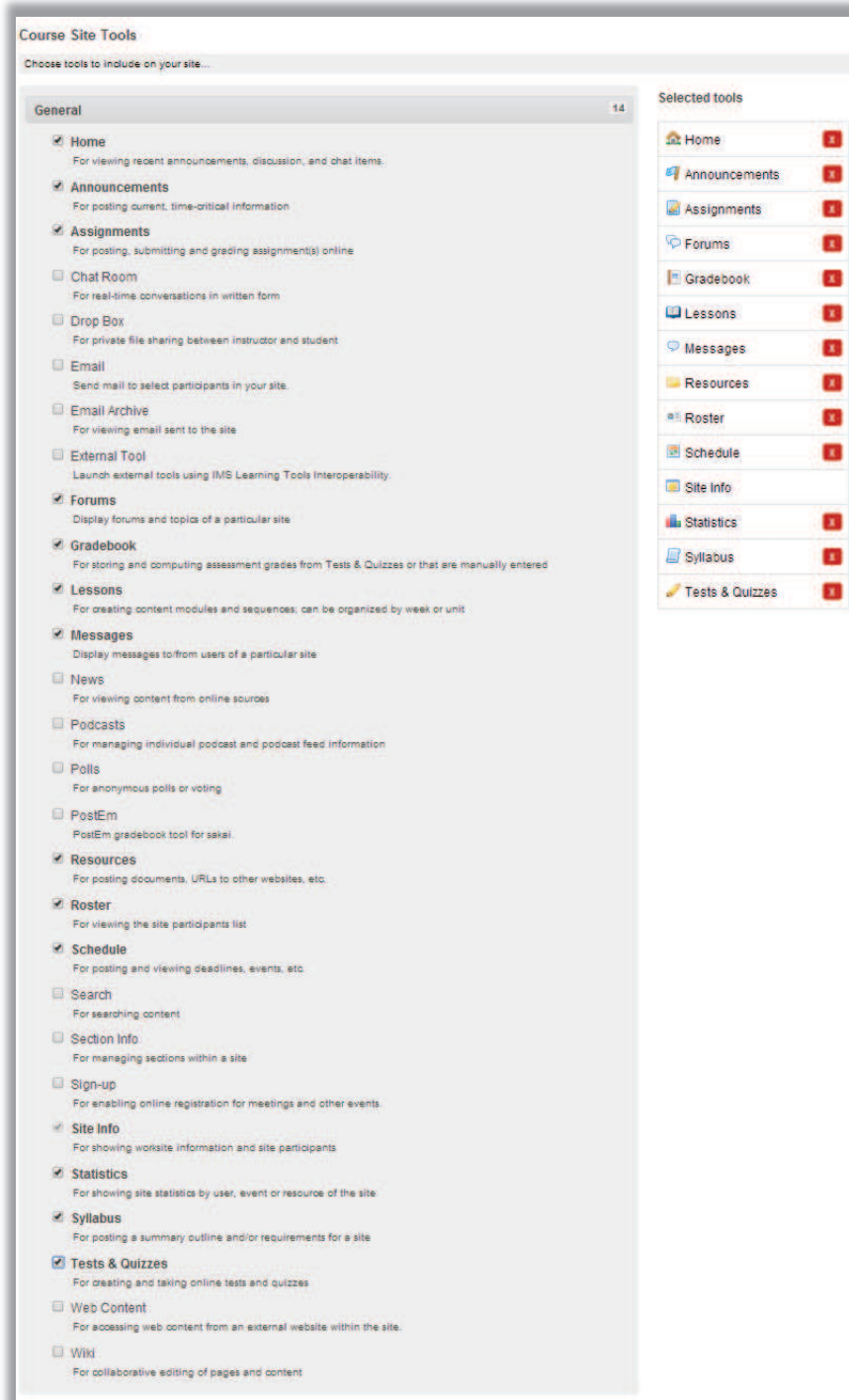
Site Contact Email

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.



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

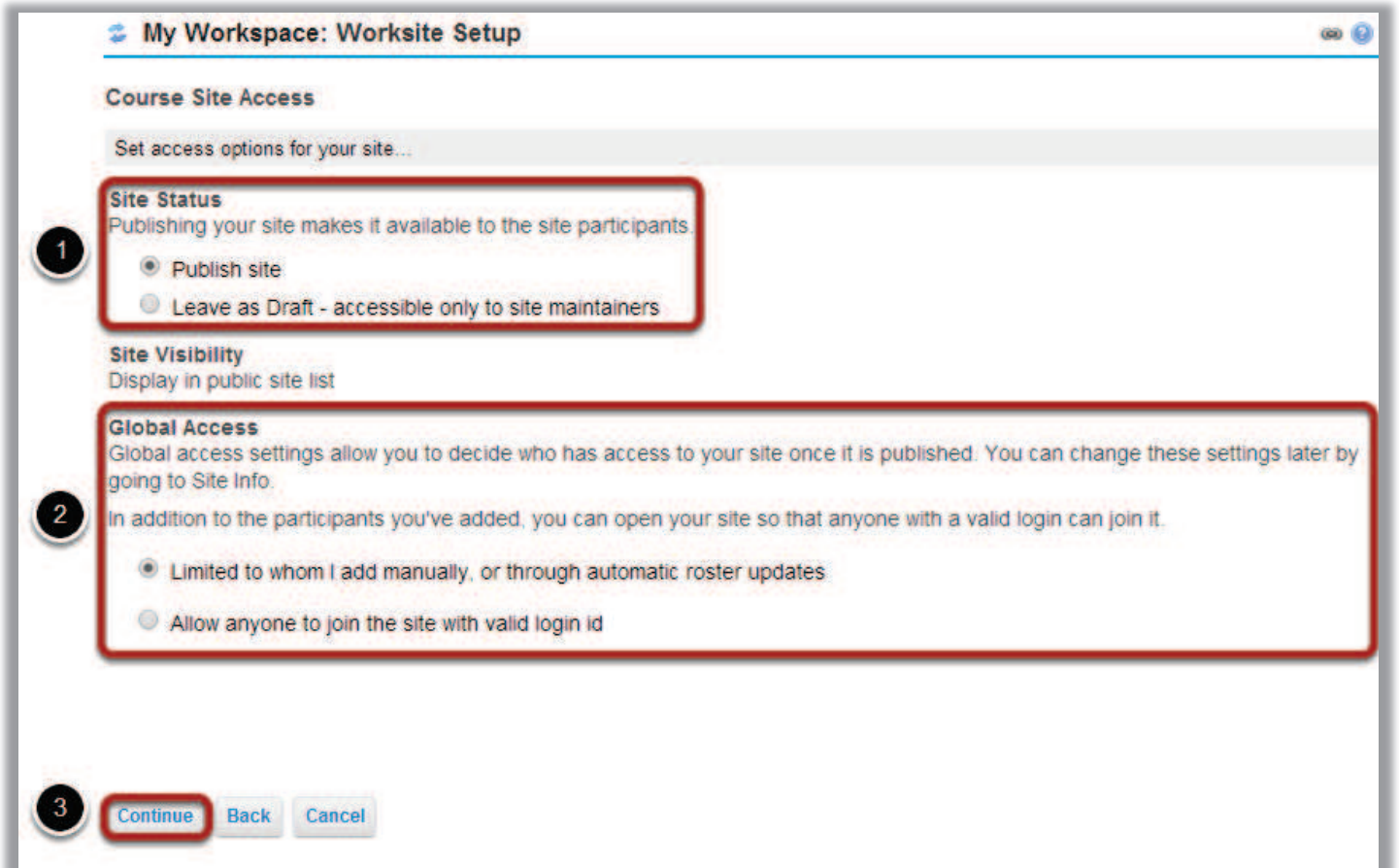
Note: To select more than one item, hold down the CTRL key (Windows) or the Apple key (Mac) and click your selections.

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**

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.

**My Workspace: Worksite Setup**

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**Confirm Your Free Site Setup**

Confirm your site setup selections...

Please review the following information about your site. If this information is correct, click **Create Site**. If you need to make changes, click the **Back** button at the bottom of the page. To make changes to this setup later, go to **Site Info** within your site.

<b>Site Title</b>	Worksite 101
<b>Site URL</b>	No URL provided
<b>Tools</b>	<ul style="list-style-type: none"> <li>Home</li> <li>Resources</li> <li>Drop Box</li> <li>Chat Room</li> <li>Site Info</li> <li>Polls</li> <li>Roster</li> </ul>
<b>Available To</b>	Site participants only
<b>Included on public sites list</b>	No
<b>Icon URL</b>	No icon provided
<b>Site Contact Name</b>	Instructor101 DEMO
<b>Site Contact Email</b>	instructor@gmail.com
<b>Short Description</b>	No short description provided
<b>Site Language</b>	No Language provided

**Description**

No description provided.

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.