Managing your Site – SiteInfo

Site Info provides you with a management dashboard, to manage content, access, tools and everything about your site.

Editing your site information

You can edit information about your site including title, site contact name and site contact email.

1. From the list of tools on the left, Click Site Info
2. In Site Info, click the link Edit Site Information
3. Edit the information as required (we recommend that you do not build your Site Description (displayed on the site’s Overview Page) here; you can either build an HTML page for it in Resources, or edit the content on the Overview Page.
4. Click Continue
5. Verify the information → Click Finish

Adding a site logo

You can add a logo, college crest or other image to your WebLearn site, which will appear in the top left corner.

1. First upload your image into the Resources area of your site (see the Resources guide for details)
2. In Site Info, click the link Edit Site Information
3. In the box for Icon URL, enter the URL of your target image that is stored in Resources within your WebLearn site
4. Click Continue
The image will now appear in the top left corner of your site.

Editing the tools on the tools menu

The list of tools to the left side of WebLearn can be edited for each site to add tools or remove tools you are not using. The tools are changed for everyone access the site.

1. From the list of tools on the left, Click Site Info
2. Near the top of the screen, Click the Manage Tools link
3. Check or uncheck boxes to add or remove tools. Recommended tools are Resources, Site Stats, Announcements, Lessons, Calendar.
4. Click Continue
5. Verify the changes → Click Finish
The tools on the left side are now updated.

Ordering or hiding tools

You may wish to change the order of the tools appearing in the tools menu. It might be a good idea to hide a tool while you are building its content, then un-hide it when it is ready for your users. You may also wish to hide certain tools from users altogether, e.g. Site Stats, or Resources if you provide an alternative method for them to navigate to the content.

1. In Site Info, click the link Tool Order – you see the list of tools that are present in your site
2. To change the order of tools, click and drag any tool to somewhere else in the list
3. Click on the ‘cog’ icon for the following functions:
   4. To remove a tool, click Delete this Tool
   5. To hide a tool from access users, click on Make Tool Invisible to Students
   6. To un-hide a hidden tool, click on Make Tool Visible to Students

Adding a Participant Group

You can add groups of participants who are registered on the Oxford central database. These may be members of a college or department, or students registered for programmes of study. The benefit of adding participants in this way is that when the central list changes, the WebLearn list of participants is automatically updated.

1. In Site Info, near the middle of the screen, click the button Add Participant Group

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2. If you know the exact name of your required group, you can enter it in the right hand panel
3. Otherwise browse for your required group in the left hand panel – click on the arrows to expand the folders
4. Click on the required group (with the ‘people’ icon) – this will display a list of all the people in that group
5. Assign a role to the group – usually the ‘access’ role if they are students
6. Click Add Group
7. All these individuals now appear in the list of site participants
8. If you wish to remove the group, click Remove Group which has appeared alongside the group name

Adding Individual Participants
You can add guest speakers, other maintainers, or individuals who are not in a central database group. You will need to manually maintain users added in this way.
1. In Site Info, near the top of the screen Click the Add Participants link
2. In the Official Email Address or Username field, Type an Oxford username or email address, or the email address of an external user
3. To assign all participants to the same role, Click Continue
4. From the Choose a Role for Participants screen, Select an appropriate role (access, contribute or maintain)
5. Click Continue
6. Optionally, Select the Send Now - send an email now to users notifying them that the site is available radio button
7. Click Continue
8. Verify the information  \rightarrow  Click Finish

Creating an Internal Group
Creating internal groups of site participants can help facilitate group work within WebLearn. Tools such as Forums, Announcements and Resources are ‘group aware’. The options for groups in these tools only become available when groups exist.
1. In Site Info near the top of the screen, Click the Manage Groups link
2. At the top of the screen, Click the Add link
3. In the Title field, Type a title for the group
4. Optionally, in the Description field, Type a description
5. In the Membership list, Click the participants you want to add to (or remove from) the group
6. Note: To select multiple participants, Ctrl+click [ Mac: Command-click ] on the names
7. Click Add to group or Remove
8. Click Update

Changing roles, Making Participants Inactive, or Removing Individual Participants
Once you have added participants to your site, you can manage their roles and individual access to the site.
1. All participants are listed on the Site Info screen
2. Click the drop-down list alongside an individual’s name
3. Select a new role for that individual
4. You can also use the Active/Inactive drop-down list to prevent a site member from accessing the site
5. Click in the Remove checkbox to remove a site participant
6. Click Update Participants

Make the site Hidden or Published
By default, the site is viewable only by site participants.
1. In Site Info 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

Making the site available to the public or logged-in users
Besides your site participants who enjoy all privileges such as email notifications and having the site appear in their My Active Sites list, you can make your site available to be visited by the public, by all logged-in users, or by certain sub-sets of Oxford logged-in users.
1. In Site Info near the top of the screen, Click on the Manage Access link
2. To make the site available to the general public, Check the Anyone checkbox
3. To make the site available to all logged-in users (Oxford and external accounts), Check the Logged in users checkbox
4. To make the site available to specific sub-sets of Oxford logged-in users, Check the respective checkbox/es
5. Click Update

Each of these groups of users will now appear whenever you want to assign permissions for any tool, which means that you can adjust read, write, edit and other permissions for particular types of users.