



Purpose: An **Administration Site** allows a **Local WebLearn Coordinator** to create, manage and devolve control of WebLearn sites. Every department in the University must have its own Administration Site in order to establish a WebLearn presence.

Coordinator role: It's imperative that your unit's **Admin site** contains at least two people with the **coordinator** role. This informs people in your unit who to contact for WebLearn help, and allows the central WebLearn team to communicate with all **Local WebLearn Coordinators**. The names of **coordinators** in the Admin site automatically populate a list that is publicised by IT Services, so the Admin site membership must be kept up-to-date (particularly those with the **coordinator** role).

Typical use & good practice tips:

Administration Sites control who can create sites under a particular area of WebLearn. Think about who should be given the privilege of creating sites - this may need to be a strategic decision at the departmental level.

Other useful step-by-step guides to read in conjunction with this one:

- Site Management: the **Site Info** tool
- Hierarchy Manager

All step-by-step guides are available from <https://weblearn.ox.ac.uk/info>

Introduction

An **Administration Site** is a special site that is used to manage any number of other sites. It allows a set of administration users to control all managed sites (without having to be a member) and specify who is allowed to create sites managed by the Administration Site.

Requesting an Administration Site

A Department, School, Faculty or College can request an Administration Site by completing the form located at <http://weblearn.ox.ac.uk/info>. The form requires that at least one **Local WebLearn Coordinator** is nominated. This person will be the main contact point between IT Services and the department or college and is responsible for maintaining their unit's WebLearn presence.

Once approved, an Administration Site will be created by IT Services and the requestor will be notified.

Example

As an example, consider a University department. The department will have one or more **Local WebLearn Coordinators** who will have the **Coordinator** role within an Administration Site. This role allows them to add other users to the Administration Site. If a user is given the **Member** role then they will have permission to create managed sites within any site where they are a **maintainer**. In this way, trusted users can be given control of various parts of the department's WebLearn presence. The **Coordinator** role will allow the **Local WebLearn Coordinators** to be able to maintain all sites managed by their Administration Site without actually having to be a site participant.



Overview

Administration Sites initially contain only two tools:

- **Managed Sites** – This tool lists the sites that belong to (managed by) the Administration Site and allows members with the **Admin** or **Audit** role to visit any of the managed sites.
- **Site Info** – This is the standard tool for managing the membership of the site and allows you to add new people to the site and select a role for them.

Roles

An Administration Site has a different set of roles from the standard sites in WebLearn:

- **Admin** – This role is for users who are allowed to manage the Administration Site and sites that belong to it; they are able to maintain all sites managed by the Administration Site without needing to be site participants.
- **Audit** – This role is for reviewers or evaluators who may need to evaluate WebLearn sites; they are able to view all material located within sites managed by this Administration Site, but not edit anything. From the Administration Site, they would use the **Managed Sites** tool to access a list of all sites managed by the Administration Site and visit them.
- **Coordinator** – This role has exactly the same power as the **Admin** role, but also identifies the person as the **Local WebLearn Coordinator**. Participants with this role oversee the use of WebLearn in their unit and are the contact point between IT Services and departmental or college members.
- **Member** – This role is for people who are allowed to create new sites that are managed by this Administration Site; members are typically not able to visit the Administration Site. They must have the **maintain** role in the parent site under which they wish to create a new site.

These roles are assigned as normal through the **Site Info** tool.

Viewing 1 - 2 of 2 items

|< < show 200 items per page > >|

Name	Role	Status	Remove
Smith, John (wols0002)	admin	Active	<input type="checkbox"/>
Lewis, Philip (wols0028)	member	Active	<input type="checkbox"/>

Update Participants Export User List

Creating a new site

There is a separate document entitled **Hierarchy Manager** which describes the process of site creation. Please refer to it alongside this guide.

When creating a new site you may be presented with a screen offering a choice as to which Administration Site will control (manage) the site. This page will only be displayed if you are a member of more than one Administration Site.

Select Administration Site

Select the site which you wish the new site to be managed by.

- Department of Horticulture
 Wolesey College

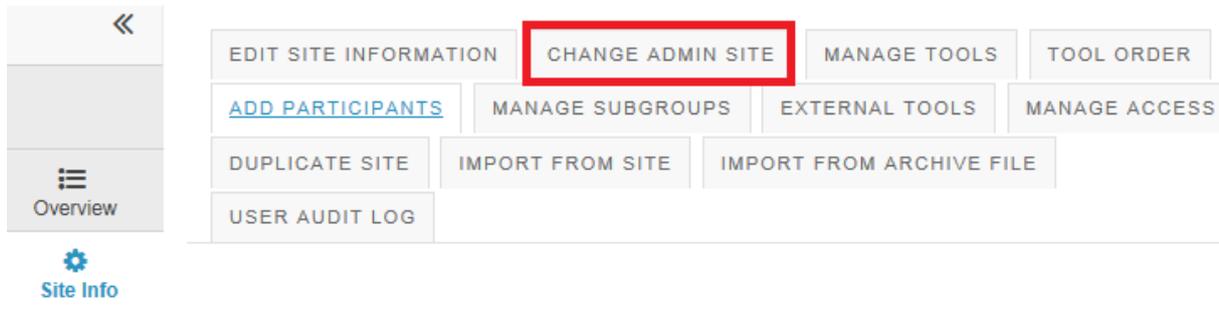
[Continue](#) [Cancel](#)

After selecting the Administration Site you can continue with the process of site creation. If you are only able to create sites managed by one Administration Site then that site will automatically be selected.

Changing the Administration Site

You might want to change the Administration Site of a regular WebLearn site if that site is being transferred say, from a college to a department.

To do this, navigate to the site you wish to transfer and then go to the **Site Info** tool. If you have permission to change the Administration Site then you should see a **Change Admin Site** link on the menu bar of the **Site Info** tool.



If you have the appropriate permissions, clicking on this link will tell you what the current Administration Site is and allow you to change to a different Administration Site.

[Site Info](#)

Change Admin Site for Research Methods for 1st Years

Currently the administration site is: Wolesey College

New Administration Site

[Update](#) [Cancel](#)

After clicking **Update** you will be taken back to the main **Site Info** page and should see a message indicating that the operation was successful.

Strategy decisions

It is up to each **Local WebLearn Coordinator** to decide how to manage members of the Administration Site. It is good practice to have more than one user with the **Admin** role in the Administration Site; the number of users with the **Member** role depends on how much control is to be devolved.

Any user who is given permission to create sites should be made aware of issues involved. There is a document entitled **Local WebLearn Coordinators Guidelines** which is

attached to the **Request an Administration Site** document available from <http://weblearn.ox.ac.uk/info> which should be referenced.

There are two typical ways to use the Administration Site:

- **Closed** – Only have **Admin** or **Coordinator** members of the Administration Site. When someone requires a WebLearn site, they contact one of the Local WebLearn Coordinators and request that a new site be setup. After the new site has been created, the requestor can then be manually added to the newly created site. The **Email Archive** may be useful for coordination. A mail list could be and any user wishing to contact the **Admins** could use the archive's email address. The list must be configured to accept postings from any email address. There is a document entitled "Email Archive" which explains how to use this tool.
- **Open** – Make trusted individuals **Members** of the Administration Site; they will be able to create new sites in WebLearn without contacting a Local WebLearn Coordinator. In this way, **Admins** are able to manage all sites created by the **Members** and maintain the membership of the Administration Site.