

Purpose: This guide is to give **Local WebLearn Coordinators** enough information and guidance to be able to manage a college or department's *WebLearn* presence.

Coordinator role: It's imperative that your unit's **Admin site** (see later) 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: It is important to consider the purpose and structure of your unit's *WebLearn* presence before beginning to build sites, as well as how the envisaged structure fits into the institutional hierarchy of divisions, departments and colleges.

There are different tools in *WebLearn* which are designed to achieve various purposes. Consult the other step-by-step guides in this series to find detailed information on how to use the various tools available.

This guide presents information on how to obtain a *WebLearn Administration* site, and things to consider in structuring a unit's presence in *WebLearn*. The IT Services *WebLearn* team can be contacted via weblearn@it.ox.ac.uk for advice on any issues or questions relating to these guidelines.

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

- Administration Sites
- Hierarchy Manager
- Site Management: the Site Info tool
- Tool Summary
- Resources
- Building the Home Page
- Using the WYSIWYG HTML editor
- Site Stats
- WebDAV

Essential reading for Coordinators

There is a 'how-to' guide on finding free images to use on your site:

- How to find and use images legally

All step-by-step and how-to guides, and video tutorials, are available from weblearn.ox.ac.uk/info

Other useful sources

- The *WebLearn* Service Level Description can be found via <http://www.oucs.ox.ac.uk/weblearn/>
- The **Request for an Administration Site** form is located at: <http://weblearn.ox.ac.uk/info>
- Contact the *WebLearn* team at weblearn@it.ox.ac.uk

Becoming a Local WebLearn Coordinator

To establish a presence in new *WebLearn*, the Head of a Department or College needs to authorise somebody to become a **Local WebLearn Coordinator** and complete the **Request for an Administration Site** form which is available via <https://weblearn.ox.ac.uk/info>. The Guidelines attached to the form are the basis for this step-by-step guide.

As the **Local WebLearn Coordinator**, you require an **Administration site** to control your unit's presence on *WebLearn* and grant permissions to users to create their own sites. You will be able to manage and create regular sites for your unit and grant similar privileges to other users, for example, academic or administration staff will contact you either to request a new *WebLearn* site, or to ask to be added to the **Administration Site** so that they can create their own sites.

Once you have an **Administration Site**, it is worth consulting with colleagues and deciding on a mutually agreed structure for consistency; for example, information could be provided by year, by course, or by tutor: there are a number of options. IT Services is happy to offer advice on good practice in this area – contact weblearn@it.ox.ac.uk.

Roles in WebLearn

When participants are added to a site, you need to choose a **role** for them, which will determine what they can do in the site. There are various roles in *WebLearn*: four roles in **Administration** sites, and three different roles in regular *WebLearn* sites.

The four roles in an **Administration** site are **admin**, **audit**, **coordinator** and **member**:

Role Descriptions

admin

Same permissions as the 'member' role (see below). In addition, the user can create sites from within all sites managed by this Administration Site; they can act as if they have the 'maintain' role in all sites managed by this Administration Site and can make changes to this Administration Site.

audit

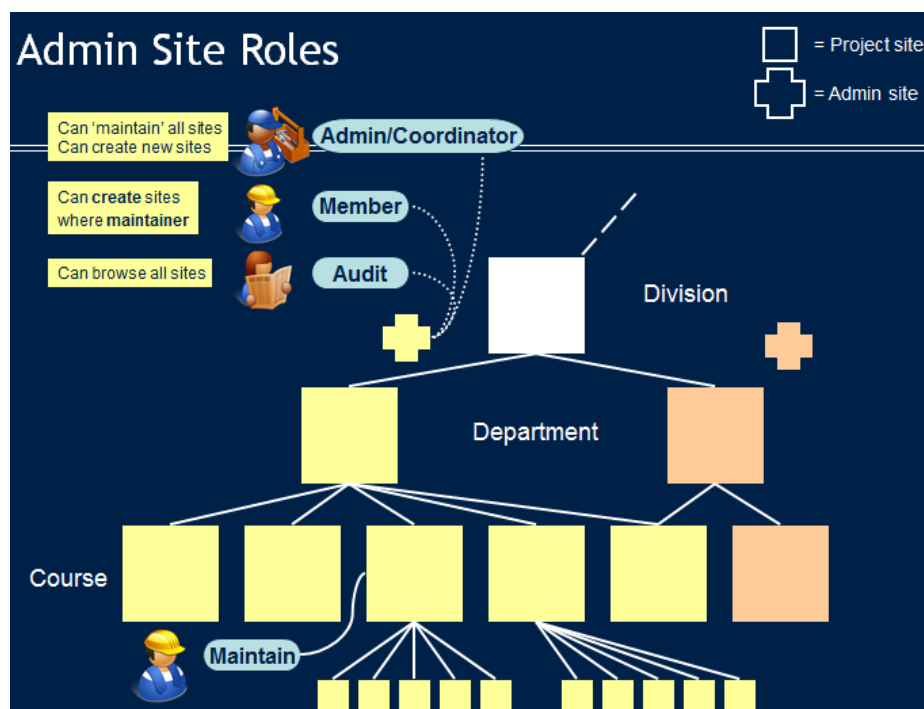
The user can view all material located within sites managed by this Administration Site.

coordinator

Has exactly the same power as the "admin" role but also identifies the participant as Local WebLearn coordinator (a named contact point between IT Services and departmental or college staff members). Participants with this role oversee the use of WebLearn in their unit

member

The user can create new sites wherever they have the 'maintain' role and from within the Worksite Setup tool (located in My Workspace).



For users to be able to create sub-sites of a regular *WebLearn* (parent) site, they need to have the **member** role in the respective **Administration** site and the **maintain** role in the parent site under which they wish to create a new site (see next section about roles in a regular *WebLearn* site); or the **admin** role.

The **audit** role is a useful one for administrators, visitors, or reviewers who might need access to various regular *WebLearn* sites for evaluation purposes, without being able to change anything in the sites.

The three possible roles in a **regular** *WebLearn* site are **access**, **contribute** and **maintain**:

Role Descriptions



access

Site user: useful for students. By default, this role can read material, take part in assessments and create material within tools such as Forums, Chat and Wiki.



contribute

Role between maintain and access: useful for tutors and teaching assistants. By default, users can do the same as the maintain role but cannot update site participants, tools or tool permissions.



maintain

Site manager: useful for staff & tutors. By default, this role can modify the site participants and tools, and create and modify content in all areas, e.g., Resources, Forums and Tests (assessments).

👉 NOTES:

- each role has certain default permissions, which can be modified by the site **maintainer** using the [Permissions](#) link that appears in most tools
- the **maintain** role is intended for the site owner or manager, and is the most powerful role – it allows full permissions in terms of modifying all aspects of the site
- the **contribute** role is intended for a tutor or lecturer (instructor) to facilitate and monitor the activities in the site after it has been built
- students should **not** be given the powerful **contribute** role. If they need to upload material into a folder in the **Resources** area, this permission can be granted there:
 - In **Resources**, use the **Actions** dropdown menu > [Edit Folder Permissions](#) > tick the “new” box for the access role – users with this role will be able to create (upload) new resources in this particular folder.

A Unit's policy regarding WebLearn

- Units should have more than one, ideally three, **Local WebLearn Coordinators** (in case of absence). These coordinators must be added to the **Administration Site** with the **coordinator** role.
- A list of existing **Administration sites** and respective **Local WebLearn Coordinators** is available at <https://weblearn.ox.ac.uk/x/rDVByy>. This list is automatically populated by harvesting the names of those in your Admin site who have the **coordinator** role.
- Under certain circumstances (for example, in a large unit split over two or more locations), it may be desirable to allocate more than one **Administration Site** to a Unit. In this case please contact the IT Services *WebLearn* team.
- A Unit should have a policy regarding who should have the **member** role (within an **Administration Site**) and who should have the **maintain** role in (regular) sites (users with the **maintain** role who are *not* members of an **Administration Site** are able to modify most aspects of the site through the **Site Info** tool, but they cannot create new sites). (See **Roles in WebLearn** above.)

- Every site has a **Site Info** tool which reflects the contact details of the site owner. It is good practice to list more than one contact name (in case of absence) – these could be the course tutors, the **Local WebLearn Coordinators** or other relevant people. At present, the contact details sections currently has space for only one email address, so we recommend that a group-accessible email address is used here rather than anyone’s personal email address. A simple way to achieve this is to add the **Email Archive** tool to the **Administration Site** and use that address as the contact email for all managed sites.

A Unit’s WebLearn presence

- We recommend that a Unit’s main site is either totally public or at least available to all logged-in users. This ‘gateway site’ should provide enough information so that users who are browsing are able to find out what a unit is offering and how they may go about accessing the material.
- A Unit should plan their *WebLearn* structure before creating any sites. The structure should be logical and make it easy for students to locate material; in general this means that there should not be too many sites and there should not be too many levels of hierarchy. Try to have a compact arrangement but one which is flexible enough to allow access to be controlled in a sensible way. In general there will be many fewer sites than there were ‘rooms’ in the old service. (See next section for examples of *WebLearn* site structures for colleges and departments.)
- Please consider what happens at the end of a year. Will you reuse sites the following year (with a new membership list) or will you create new ones? Are old sites still accessible to users; can new users see last year’s sites?

Sample site structures

Here are some sample site structures which illustrate possibilities to consider (two examples are provided for a department and two for a college). The four hypothetical examples are followed by a real example implemented by a particular college at Oxford (Figure 5).

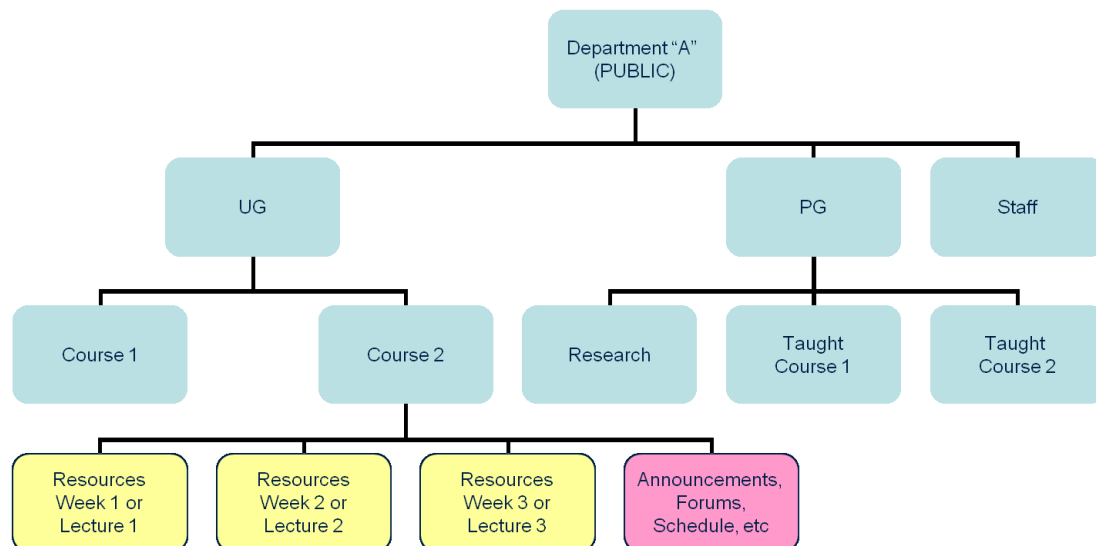


Figure 1 Possible site structure for Department A

This example is course-based, showing a separate *WebLearn* site for each course (among others). Within a course site, various *WebLearn* tools can be added, and folders can be created in **Resources** to store learning materials per week, or per lecture, for example.

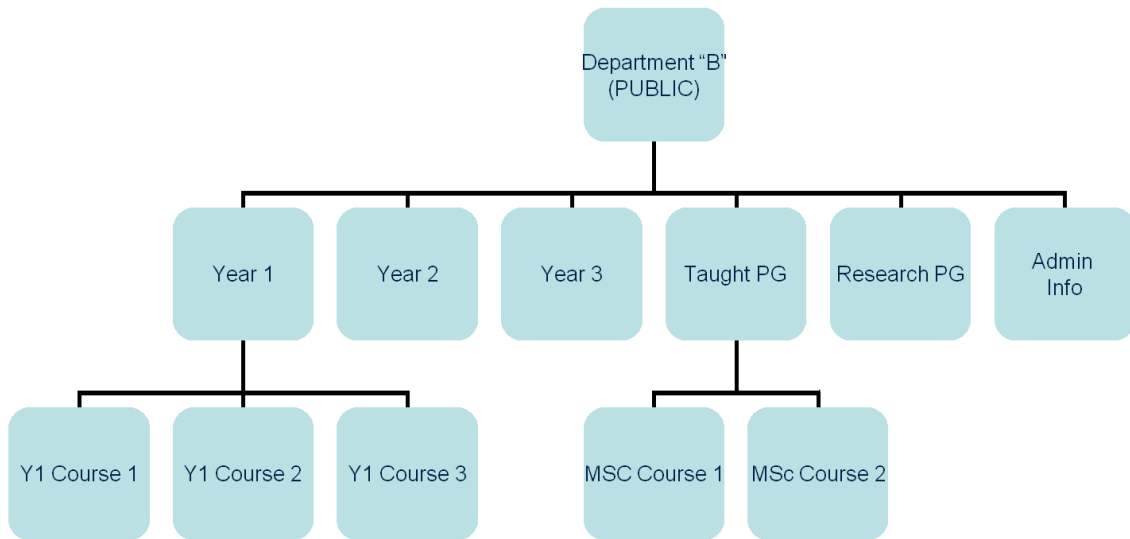


Figure 2 Possible site structure for Department B

Figure 2 shows an example that is year-based, with a separate *WebLearn* site per year group of students (among others). A site for a particular year of study may contain course-based sub-sites, for example. Factors to consider are the numbers of students and their required levels of access, the extent of course materials and interaction envisaged, and the number of site maintainers who will develop and facilitate the *WebLearn* sites.

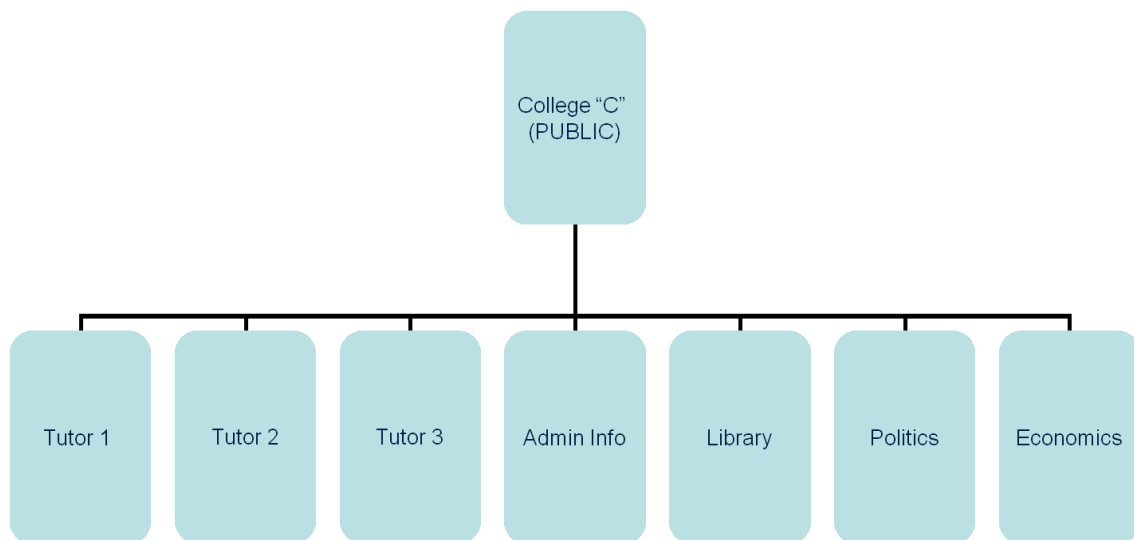


Figure 3 Possible site structure for College C

Figure 3 shows a flat structure within a college, with a separate site per tutor, and per subject (among others). Very often, tutors prefer to have a personal site under their control, for communication and interaction with their tutees outside of tutorial sessions.

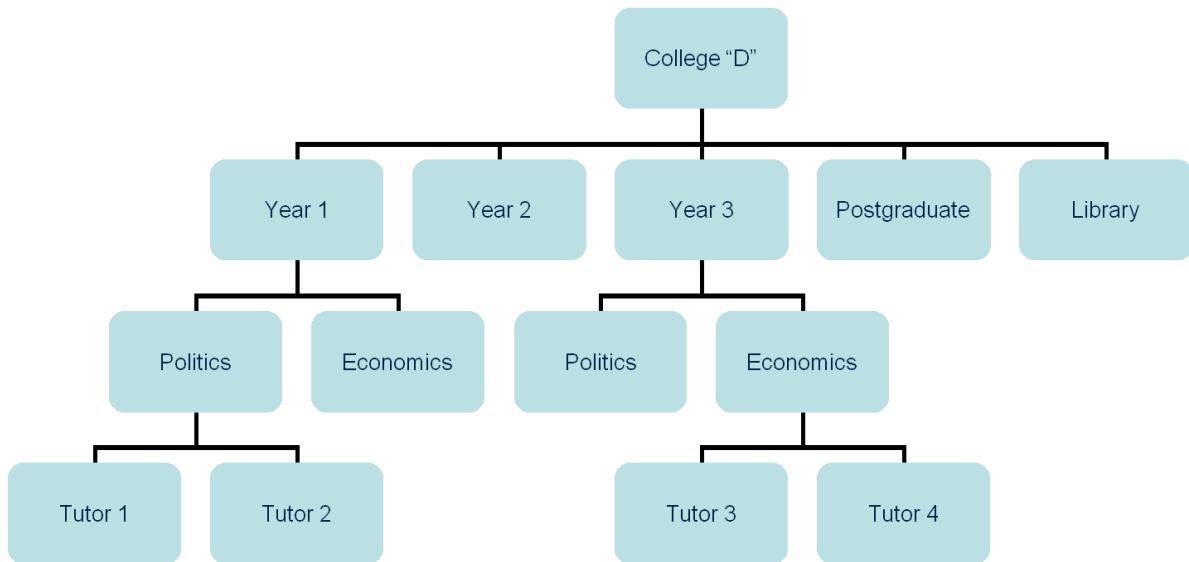


Figure 4 Possible site structure for College D

Figure 4 shows an example of a more hierarchical *WebLearn* structure for a college, based on year groups, with sub-sites per subject within a year group, and per tutor within a subject.

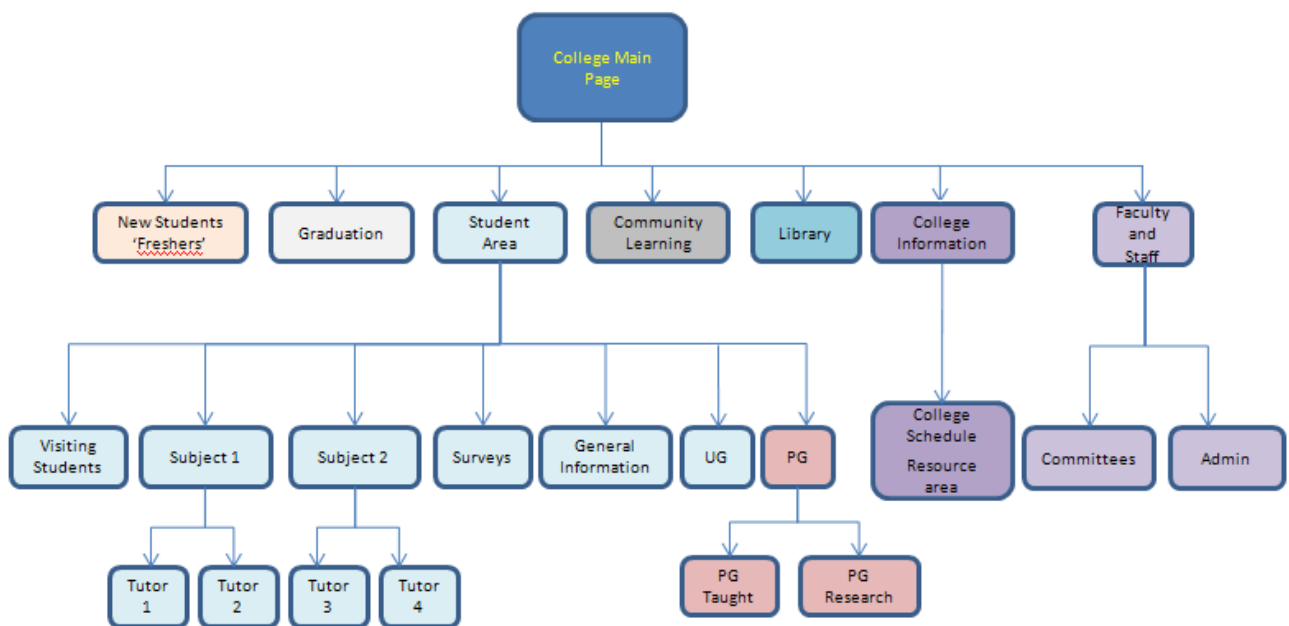


Figure 5 Actual site structure in use by a college at Oxford

Figure 5 shows a structure with several sites at the top level, including a site called ‘Student Area’, which is then further subdivided into relevant sub-sites.

The *WebLearn* team is happy to consult and provide advice to departments and colleges when considering how to structure their *WebLearn* presence: Contact weblearn@it.ox.ac.uk.

External user accounts

Any user who has an Oxford SSO username will automatically have an account within *WebLearn*. It is also possible for non-Oxford users to be allowed to log in by allocating them an external user account; visitors in this category must use the **Other Users** login link to gain entry.

- Anybody with the **maintain** role is able to create (or reuse) an external user account via **Site Info** -> [Add Participants](#) and grant this account access to areas under their control. The **Local WebLearn Coordinator** is ultimately responsible for these accounts and we advise you to adopt a policy whereby the person who adds an external user should agree to be their 'sponsor' and keep track of the account.
- If an external account is no longer required then please inform the *WebLearn* team so they can deactivate it.
- Likewise, if an account is known to have been compromised then you should remove it from all sites and inform the *WebLearn* team who will deactivate it.
- In general, an external user account should not be given the **maintain** role; if 'create' rights really are needed then the **contribute** role might be more appropriate?
- You must **never** add external accounts to the **Administration Site**, since this could cause a serious security breach.

Creating sites

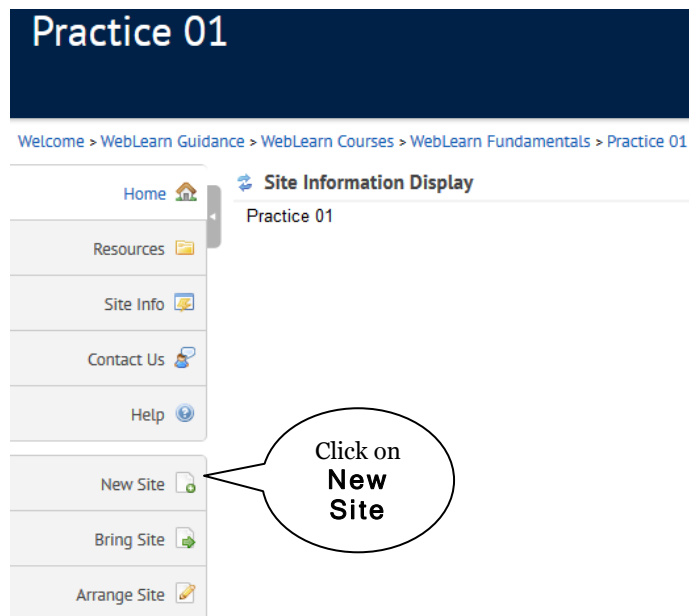
Go to *WebLearn* (weblearn.ox.ac.uk). Click on the link **Oxford Account Login** and log in using your Oxford Single Sign-on credentials. Navigate via the hierarchy of sites on the left hand menu to your departmental or college area.

The screenshot shows the WebLearn homepage with several callout boxes:

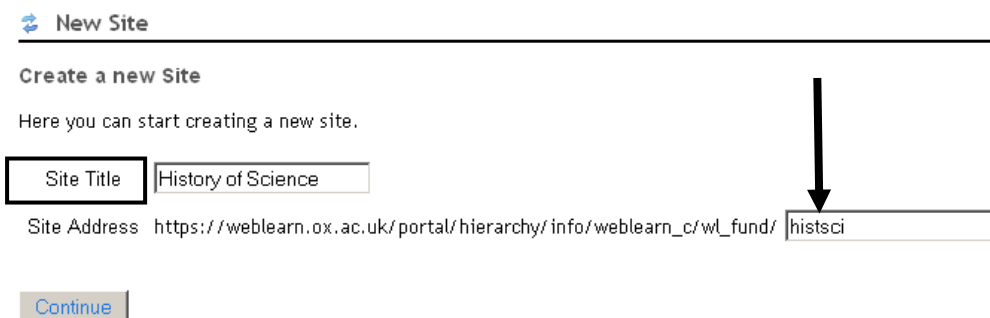
- Useful daily tips**: Points to the 'Did you know?' section.
- My Sites drawer: list of all sites in which you are a registered participant**: Points to the 'My Sites' dropdown menu.
- User is logged in**: Points to the user profile icon in the top right.
- System announcements**: Points to the 'Service announcements' section.
- WebLearn Guidance site for Help and Support, including guides and video tutorials**: Points to the 'Get help' section.
- Who to contact with specific queries or suggestions for improvement**: Points to the 'Contact Us' button in the left sidebar.
- Institutional hierarchy of sub-sites**: Points to the 'Sub-sites' section in the left sidebar.

The interface includes a top navigation bar with 'Quick Links', 'My Sites', 'My Workspace', and 'Logout'. A left sidebar contains 'Students Beware', 'Search my sites', 'Find Sites', 'Researcher Training', 'Contact Us', and 'Help'. The main content area features 'About WebLearn', 'Did you know?', 'Service announcements', and 'Get help'.

Choose the relevant site within your departmental or college area under which you wish to create a new site as a sub-site. You will see the **New Site** link in the lower left hand menu:



Give your new site a **title** (maximum 30 characters). The system will automatically generate a 'URL fragment', which will determine the end of your site's web address. We recommend that you edit this URL fragment to one short word, without spaces or underscore characters:



Continue through the site creation process, by following the prompts on the series of screens presented, until you reach a confirmation screen and the **Create Site** button. You (or the site maintainer) will be able to change any of these choices at a later stage, when managing the site.

Once created (using the **New Site** link), sites can be unattached (**Arrange Site**) from one place in the hierarchy and re-attached (**Bring Site**) in a different place, or a single site can be attached to two or more locations. For example a division might have a site about **Research Methods**, which can be attached in the relevant place in various departmental areas in the hierarchy. Only the original site needs to be updated and maintained, but users will be able to access it from various points in the hierarchy.

Refer to the separate step-by-step guide: **Hierarchy Manager** for details on:

- creating a new site
- attaching sites to other areas in the hierarchy
- removing sites from a certain place in the hierarchy



Deleting and Restoring Sites

Removing a site from a particular place in the hierarchy (as described in the **Hierarchy Manager** guide) **does not delete** the site. The site still exists and site members can continue to access it via **My Active Sites**. The site can be attached elsewhere in the hierarchy (> **Bring Site**).

If a user wishes to **delete** a site, they can perform a 'soft delete' of any site in which they have the **maintain** role. The site is deleted and moved into a recycle bin, and becomes inaccessible to site participants. The site is flagged to be purged after a period of 90 days. During the 90-day period the user can **Restore** the site, but thereafter the **Restore** function is disabled.

Deleting and restoring softly deleted sites is done by the individual user via their **My Workspace > Worksite Setup**:

WebLearn Quick Links My Sites My Workspace Logout

My Workspace

Home Profile Membership Schedule Resources Announcements Preferences Search Wiki Trusted Applications

Worksite Setup

My Workspace: Worksite Setup

New Edit Delete **Select a site or sites, then click Delete**

View: All My Sites Search

Tick checkbox(es) to take action on a site. Click column title to sort. Viewing 1 - 20 of 201 items show 20 items per page

Worksite Title	Type	Creator	Term	Status	Creation Date
My Workspace		oucs0084		Published	12-Jul-2011 09:22
11-12 Practice of EBHC	project	cont3311		Published	22-Sep-2011 14:11
1st BM Part 1	project	howardn		Published	15-Jul-2009 15:59
2ND YEAR BIOLOGY (DEMO)	project	howardn		Published	02-Mar-2012 15:08
Academic IT Services	project	adamm		Published	09-Nov-2012 10:25
Ad Feminam Mentoring	project	oucs0084-admin		Published	09-Feb-2011 12:32
Adam's Site	project	admin		Published	27-Jun-2007 16:33
adamm-webdav as access	project	adamm		Published	05-Feb-2009 18:09
Administration Workspace	project	admin		Published	29-Mar-2007 16:31
Algebras, coalgebras & monads	project	adamm		Published	23-Apr-2009 12:43

My Workspace: Worksite Setup

Softly Deleting Site...

Warning: This site will be 'softly deleted' but will remain accessible to you via the "View softly deleted Sites" option in the Worksite Setup tool which is found in My Workspace. It will eventually be purged as per the schedule set by your System Administrator.

Participants will no longer be able to access the site, however the contents of the site will be preserved and you can restore access to the site at any time before it is purged.

You have selected the following site for soft deletion:

Ad Feminam Mentoring

Mark for deletion Cancel

Click Mark for deletion to confirm

To **restore** a softly deleted site, also in **My Workspace > Worksite Setup**, choose to view your **Softly Deleted Sites**, which will display a **Restore** function.

The screenshot shows the 'My Workspace: Worksite Setup' page. On the left is a navigation menu with items like Home, Profile, Membership, Schedule, Resources, Announcements, Preferences, Search, Wiki, and Trusted Applications. The main content area has buttons for 'New', 'Edit', 'Delete', and 'Restore'. Below these is a 'View:' dropdown menu with options: 'Softly Deleted Sites' (highlighted), 'project Sites', 'All My Sites', and 'My Workspace Sites'. A table below lists sites with columns for checkboxes, titles, types, creators, terms, and statuses. The 'Restore' button is circled, and a callout bubble points to it with the text 'Select a site or sites, then click **Restore**'.

<input type="checkbox"/>	Worksite Title	Type	Creator	Term	Status
<input type="checkbox"/>	Simon Parr	project	oucs0084		Softly Deleted
<input type="checkbox"/>	Template for Tutors	project	oucs0084		Softly Deleted
<input checked="" type="checkbox"/>	WebLearn & Knowledge Creation	project	oucs0048		Softly Deleted

Setting up a site redirect

A 'redirect' is similar to creating a **Web Content** link to a target URL which can be a WebLearn site or an external website; however a redirect appears as a sub-site on the left-hand sub-sites menu, rather than as a link on the tools menu.

You may wish to automatically redirect WebLearn users, either:

- to a site located in a different place in the hierarchy, or
- to an external website.



See the step-by-step guide **Hierarchy Manager** for detailed examples and screenshots.

Changing a site URL and setting up a redirect

Redirect can also be used if you have moved a site (along with any sub-sites) to a new location in the hierarchy. After you have moved the sites, you can set up a redirection from the old site URL to the new location, so that the old URL will still work. This is very useful in the following situations:

- A department changes its name
- A department moves to a new division
- A site was given a poor URL in error which needs correcting



See the step-by-step guide **Hierarchy Manager** for detailed examples and screenshots.



NOTE: If you wish to move a parent site plus all its sub-sites then you must contact the WebLearn team at weblearn@it.ox.ac.uk who will do this for you.

Uploading / Creating Content

College / University regulations on the use of the Internet apply to *WebLearn* with respect to publishing material¹. Authors must make proper use of access control where material is essential for some students to study, but may be offensive to others (for example, some medical images or case studies may fall into this category).



Reduce the risk of security breaches

Local WebLearn Coordinators should ensure that **Administration Site** participants and users with the **maintain** role are aware that they should **never** under any circumstances allow the public – i.e. **Anyone (including non-logged in)** – to create or edit material due to the risk of cross-site scripting attacks. This includes uploading files into **Resources**, posting to discussion **Forums** and authoring **Wiki** pages. Doing this would open the door for potentially serious breaches of security. In short, be extremely careful what the **Anyone (including non-logged in)** role is allowed to do. (This type of access to a site is granted via **Site Info > Manage Access.**)

Copyright of electronic materials

Local WebLearn Coordinators should try to ensure that no breach of copyright occurs on sites under their administration. The person uploading material is personally responsible for verifying that appropriate permission from the copyright holder has been obtained. Text, graphics and other media files may all be subject to copyright control and IT Services can accept no liability for any breach of copyright. IT Services reserves the right to delete files which it has reasonable cause to believe are in breach of copyright law.

The following list of points includes some of the ways in which one might have authorisation to use material with respect to copyright.

- If the University is the copyright holder
- If the *WebLearn* user is the copyright holder
- If the material is CLA² licensed³ for digitising (from material owned by the University)
- With permission and payment under another scheme
- With specific written permission of the rights holder(s); Heron⁴ may be able to help here
- With explicit permission of the rights holder(s) (copyright waived) (this would include Creative Commons⁵ etc.)
- If the material is out of copyright, which happens 70 years after the death of the original author.

If you are unsure about any aspects of copyright then please speak to your Unit's CLA coordinator for more information.

There is a *WebLearn* site which offers a collection of useful resources and websites to do with copyright: <https://weblearn.ox.ac.uk/info/copyright>.

Viruses

The person uploading material is personally responsible for verifying that files do not contain any viruses. IT Services will make efforts to detect and delete infected files but accepts no liability for the consequences to users of viruses that escape detection.

¹ See: <http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml>

² Copyright Licensing Agency. See: <http://www.cla.co.uk/>

³ CLA HE licence: <http://www.admin.ox.ac.uk/asuc/oxonly/licences/copy.shtml>

⁴ See: <http://www.heron.ac.uk/>

⁵ See: <http://creativecommons.org/>

Accessibility guidelines


All content in *WebLearn* must comply with accessibility regulations. Users who are able to create content should be made aware of the University's Accessibility requirements:

<http://www.ox.ac.uk/web/rules/accessibility.html>


There is an Accessibility **How-to** guide on the *WebLearn* Guidance site, under **Guides and Tutorials**

Help and Support Resources

The **WebLearn Guidance** site is a collection of support resources assembled by the *WebLearn* team, and customised for use at Oxford University.

The built-in help documentation  is standard **Sakai Help**, which has been built by other institutions in the Sakai open source community – it may mention features we don't have here, and it doesn't include local Oxford customisations.

You can find support information on the use of *WebLearn* from the following sources:

- **WebLearn Guidance**  (available from the *WebLearn* Welcome page) or visit it directly at: <https://weblearn.ox.ac.uk/info>
 - A series of step-by-step guides (detailed instructions with screen shots)
 - A series of least-you-need-to-know guides (quick reference)
 - Short video tutorials giving detailed demonstrations of tools and functions

It is strongly recommended that you look at the sources on the **WebLearn Guidance** site, as they are more up-to-date and relevant than the standard pop-up (Sakai) help in *WebLearn*.

- The *WebLearn* part of the IT Services website: <http://help.it.ox.ac.uk/weblearn/index> provides information about *WebLearn*, but not how to use it.
- Customised consultation and training – Your department or college may request customised *WebLearn* training in at a date and time to suit your group, if you have a minimum of 6 to 8 people. Contact the *WebLearn* team (weblearn@it.ox.ac.uk) to discuss a customised *WebLearn* training session.
- The *WebLearn* User Group meets once per term to share ideas and best practice. You can join the site at <https://weblearn.ox.ac.uk/info/wlug>

Courses available

Courses for Local WebLearn Coordinators

A one-hour session is offered for **Local WebLearn Coordinators** once per term:

WebLearn: Overview for Local WebLearn Coordinators:

<https://courses.it.ox.ac.uk/detail/TOVS>

Courses for WebLearn Users

The following face-to-face courses are offered on a regular basis by the IT Services IT Learning Programme (ITLP). You need to book a place when booking opens 30 days in advance of course dates. The schedule and more information are available at <http://courses.it.ox.ac.uk>:

WebLearn: Fundamentals – a basic course, aimed at users with little or no experience of the system

WebLearn: Further Tools and Features – learn more about additional features, such as the planning and management of WebLearn sites, permissions and groups; the course provides an overview of tools such as Lessons, Forums, Assignments and Signup.

WebLearn: Design and Content – learn more about the design and structure of *WebLearn* sites and the effective use of *WebLearn* tools to build and provide content to your users

WebLearn: Assessment and Feedback – a course for academic staff to explore tools in *WebLearn* for formative student assessment, for example **Assignments, Markbook, Tests and Forums**

WebLearn: Surveys – this tool can be used to design and manage electronic questionnaires to be delivered online. Surveys can be created for general data gathering purposes, or for course, lecturer or tutor evaluation. They can be delivered to WebLearn site members, ad-hoc groups or the general public.

Plagiarism: WebLearn and Turnitin – for examiners, tutors and supervisors to learn how to use the plagiarism detection service Turnitin, either directly or through the *WebLearn Assignments* tool

Plagiarism: Turnitin Fundamentals – for academic and administrative staff to learn how to use the TurnitinUK software for the prevention and detection of plagiarism

Plagiarism: Interpreting Originality Reports – for academic and administrative staff to develop skills in interpreting the Originality Report that is returned from Turnitin

WebLearn Bytes: these one-hour sessions focus on one particular tool and allow plenty of time for questions and discussion:

- **WebLearn Bytes: Site Management and Resources**
- **WebLearn Bytes: Surveys**
- **WebLearn Bytes: Assignments**
- **WebLearn Bytes: Tests and Quizzes**

If users are not able to attend a 3-hour face-to-face course, the course handbooks are available in PDF format, in the ITLP Portfolio at: <http://portfolio.it.ox.ac.uk/>