

Getting started – for site managers (maintainers)

Purpose: This guide is to give *WebLearn* site managers enough information and guidance to get started in designing, building and managing a *WebLearn* site.

Roles in *WebLearn*: *WebLearn* participants can be assigned any one of the following roles: **maintain**, **contribute** or **access**. Only those with the **maintain** or **contribute** role are able to build a site and create content and tools for those with the **access** role to make use of or to interact with. The **maintain** role (site manager or designer) has slightly more privileges than the **contribute** role (teacher or assistant); however both these roles are powerful and are intended for staff only and not student users.

Typical use & good practice tips: It is important to consider the purpose and structure of your *WebLearn* presence before beginning to build sites, as well as how your sites fit into the institutional hierarchy of divisions, departments and colleges. There are different tools in *WebLearn* which are designed to achieve various purposes. You will be able to find other step-by-step guides in this series, to gain information on how to use the various tools available.

This guide presents information on how to obtain a *WebLearn* site, and things to consider in building its structure and content.

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

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

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

Step 1: Find out who is your Local WebLearn Coordinator

To establish a presence in new *WebLearn*, your Head of Department or College will need to authorise somebody to become your **Local WebLearn Coordinator**. The **Local WebLearn Coordinator** requires an **Administration site** to control the unit's presence in *WebLearn* and grant permissions to users to create their own sites. The **Request for an Administration Site** form (<https://weblearn.ox.ac.uk/access/content/public/request-admin-site/request.pdf>) needs to be printed, completed, signed by the Head of Department and returned to the *WebLearn* team at 13 Banbury Road, Oxford OX2 6NN.

Once your department has 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 to consider. IT Services is happy to offer advice on good practice in this area – contact weblearn@it.ox.ac.uk.

If you are unsure as to whether your unit has requested a *WebLearn* presence, or want to find out who your **Local WebLearn Coordinator** is, then please consult this list of **Administration Sites**: <http://www.oucs.ox.ac.uk/weblearn/admin-sites-list.xml>.

Once your department or college has an **Administration Site**, you can contact your **Local WebLearn Coordinator** and either request a new *WebLearn* site, or ask to be added to the **Administration Site** so that you can create your own sites.

Step 2: Attend a course

The first source of help and support is the **WebLearn: Fundamentals** course that is offered by the IT Learning Programme. It is a prerequisite for all other *WebLearn* courses. The schedule of courses can be found at <http://courses.it.ox.ac.uk>, where you can book a place when the booking opens 30 days in advance of the course date.

If the booking is not yet open, click on the link to 'Express an interest' in a course and you will be notified when booking opens.

If you are not able to attend a 3-hour face-to-face course, the course handbook is available for download in PDF format. You can retrieve it as follows:

- Go to the IT Learning Programme **Portfolio of Course Materials**: <http://portfolio.it.ox.ac.uk/>
- Search for **WebLearn Fundamentals; WebLearn Further Tools and Features** or **WebLearn Design and Content**

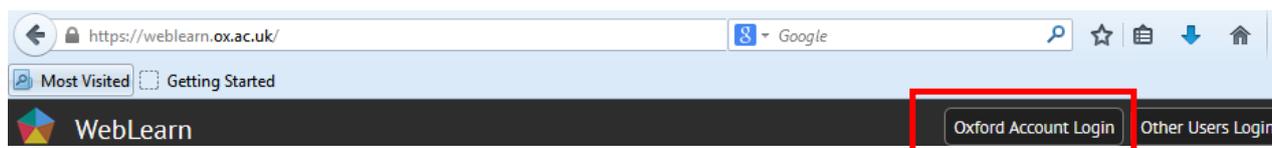
Step 3: Create your own new site

A unit should discuss and plan their *WebLearn* structure before creating any sites. Discuss your envisaged structure of sites and sub-sites with your Local WebLearn Coordinator.

The structure should be logical and make it easy for users to locate material; in general this means that there should not be too many sites and there should not be too many levels in the hierarchy.

When you are ready to start creating and building your site/s, go to *WebLearn* at <https://weblearn.ox.ac.uk>.

Click on the **Oxford Account Login** link and log in using your Oxford Single Sign-on username and password.



After a successful login, four buttons appear on the top right hand side, **Quick Links**, **My Sites**, **My Workspace** and **Logout**:



Click the person icon to check that you are logged in

My Workspace is your own personal area in *WebLearn* and is discussed in a separate guide.

The best way to find your course materials is to use the **My Sites** button which displays a list of sites to which you have been added as a participant; you may click on any of the links to jump straight to that site.

Avoiding Plagiarism 1	Basic layout	Basics
Career Planning in Arts	Jill SBS test	jill sub2
JILLF	Jill_assignments	Jo Begbie
Practice 10	Qualities of Quantities	Research Integrity Courses
Set Theory	Test / play area	Test site for QEH Review

My Sites drawer

Announcements about downtime

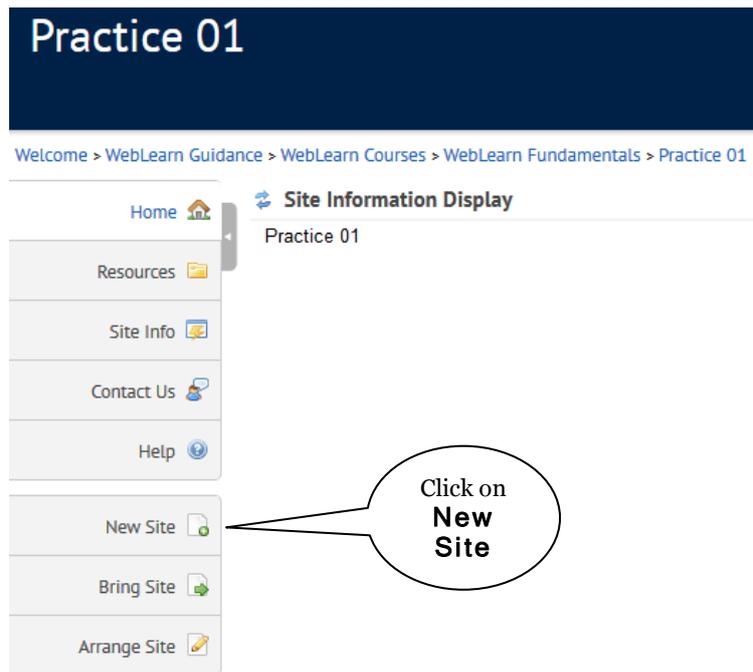
Guides, information and help

Institutional hierarchy of sub-sites

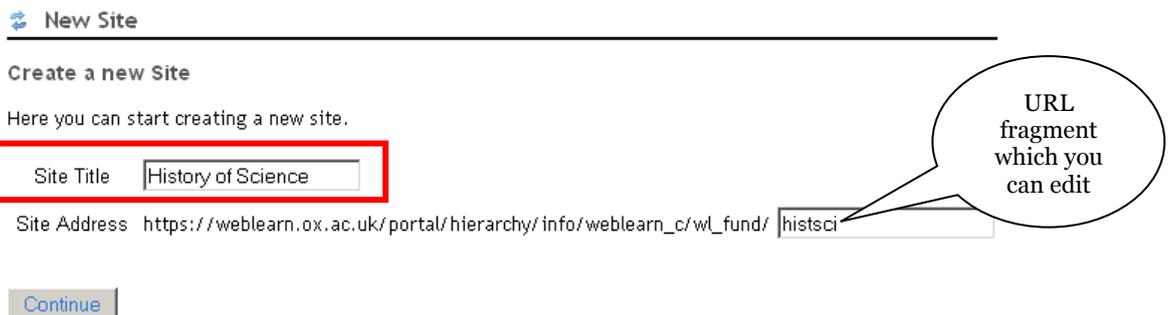
The WebLearn Web site (built using an external editor) by Oxford University is licensed under a Creative Commons Attribution-NonCommercial License.

Navigate via the hierarchy of sites on the left hand menu to find your departmental or college area and the relevant 'parent site' under which you wish to create your own site (e.g. it may be called 'Undergraduate materials', or 'Tutors', or similar). If you find that you do not have the necessary option to create a new site, or you are not sure where in the hierarchy you should be working, then speak to your **Local WebLearn Coordinator** – see Step 1.

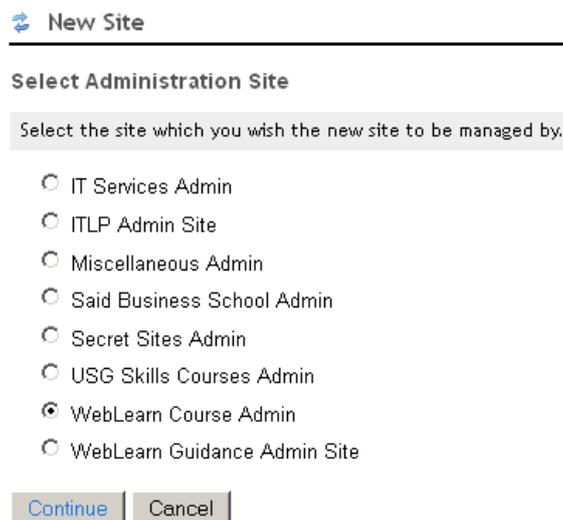
Click on the **New Site** link to create a new site in the agreed part of the hierarchy:



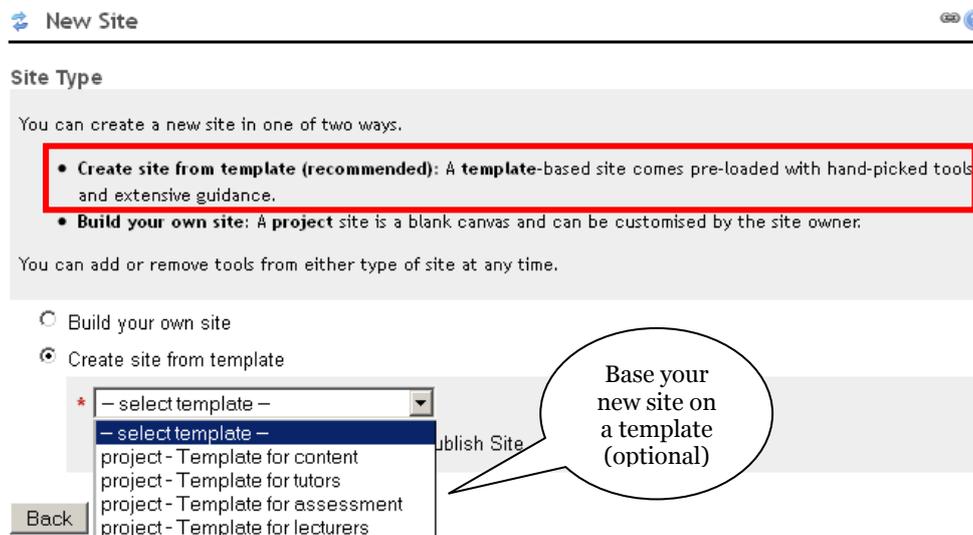
Give your new site a **title** (maximum 30 characters). The system will automatically generate a 'URL fragment', which will determine the end of your site's web address. We recommend that you edit this URL fragment to one short word, without spaces or underscore characters.



Select your college or departmental Administration site which will control the new site:



You can then choose either to build your new site from scratch, or to base it on one of the pre-defined **templates** that have been built by the *WebLearn* team according to Oxford requirements. The templates are prepopulated with a selection of tools for different purposes, some structured folders in **Resources** etc. The templates also offer details instructions on how to build the site.



You can peruse the templates beforehand, to inform your decision as to which template you would like to use. On the **WebLearn Guidance** site, select **Showcase > Template sites**, or go directly to: <https://weblearn.ox.ac.uk/access/content/group/info/guidance/templates.html>

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 will be able to change any of your choices at a later stage, when managing your 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.



Step 4: Build your site

Once you have a *WebLearn* site, you can start to set up the desired access controls, and add tools, resources and participants to the site. There are two types of access for your users:

- being allowed to visit a site – e.g. you may want all Oxford users to be able to visit your site; or
- being a site participant – this enables extra privileges such as receiving announcements and notifications

Access to your site (Site Info > Manage Access)

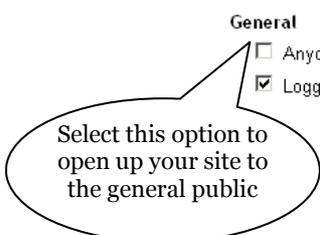
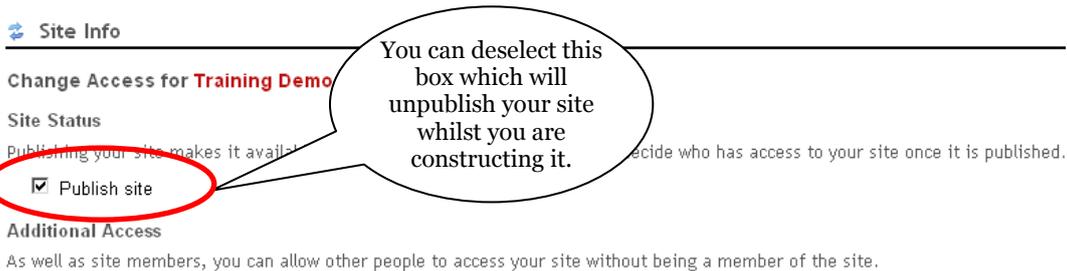
By default, a new *WebLearn* site is restricted to site participants – i.e. those individuals (or groups) whom you have added to the participant list (see the section on **Adding site members**). You can open up the access to your site by allowing visits by one or more of the following groups of people:

- particular subsets of Oxford users, e.g. All Oxford Staff, Postgraduate Students, etc.
- all logged-in users (which includes all Oxford users, plus any external users who have a recognised external user login) – in this way you can allow users to access your site, without knowing their email addresses or usernames
- the general public (no login required)

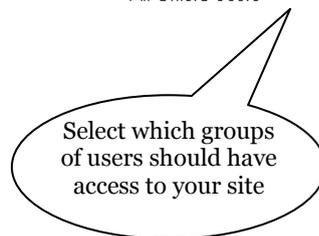
To set this up, click on the **Site Info** tool on the left hand tools menu. Then click on the blue link at the top: [Manage Access](#)



You will be taken to a screen that enables you to specify which types of user may visit your site. The **Manage Access** screen also allows you to set other properties of the site, e.g. published/unpublished, whether visitors may join your site, and whether your site appears in the public index of sites (recommended). These options are further explained below the following screen shot.



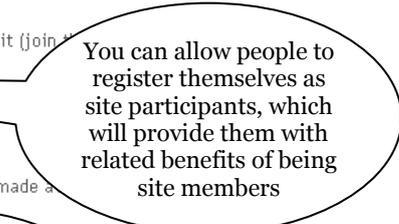
- General**
- Anyone (including non-logged in)
 - Logged in users



- Oxford**
- All Oxford Staff
 - All Oxford Students
 - All Oxford Users

- Oxford Card Statuses**
- Academic Visitors
 - Cardholders
 - College Staff
 - Congregation
 - Department Staff
 - Former Staff
 - Postgraduate Students
 - Undergraduate Students
 - University Staff
 - Virtual Access Users
 - Visiting Students

- Joinability**
- As well as adding members explicitly to your site you can allow users to register themselves onto it (join to site)
- Can be joined by anyone with authorization to log in
- Role for people that join site:



- Public Index of Sites**
- Would you like parts of your site to be displayed in the public index of sites? This information is made available to all users.
- Do not display
 - Display my site in the site index, and share files I select



- **Publish/unpublish:** If you make your site unpublished, it means that no-one will be able to see or enter your site, until you tick this box again. Note that if your site is unpublished and you use the option to **Switch to access role**, you will not be able to see the site as an access user, and will need to logout and login again to get back to your **maintain** role. (See **Roles** later in this guide).
- **Joinability:** If you make your site joinable, it means that any logged in users can become site participants. It also means that any site participants can leave the site as they wish, which is not advisable for required courses of study.
- **Public Index of Sites:** We recommend that you leave the default to have your site appear in the site index, which means that it can be found by searching.

Depending on which groups you select under **Additional Access**, corresponding rows will appear in the **Permissions** matrix to enable you to grant or remove various permissions per group of users (other *WebLearn* tool-specific step-by-step guides give more information on permissions).

Resources

Permissions
Set permissions for resources in worksite "WebLearn Fundamentals" (546f29a9-78a8-4a39-be45-61ca2f9a4651)

[Undo changes](#)

Permission	Anyone (including non-logged in)	All Oxford Staff	All Oxford Students	All Oxford Users	access	contribute	maintain
Create resources	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Read resources	<input checked="" type="checkbox"/>						
Edit any resource	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
Edit own resources	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Delete any resource	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
Delete own resources	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Access/create group resources	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Read hidden resources	<input type="checkbox"/>	<input checked="" type="checkbox"/>					

When users visit your site, and click on **Site Info**, they will see only the following page which provides the contact details of the site owner.

Site Info

WebLearn Fundamentals

Site Contact and email Jill Fresen, jill.fresen@oucs.ox.ac.uk

Administration Site WebLearn Course Admin

Adding site members (participants)

As well as allowing people to visit your site, you can add individuals or participant groups to your site. This gives them certain benefits:

- they will receive all notifications, such as **Announcements**, which are sent as email messages
- they will receive reminders for any surveys to be completed
- they can participate in 'controlled' activities, such as submitting assignments and taking tests

- your site will appear in their  list, making it easy for them to jump straight there.

When you add participants to your 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*: three roles in **Administration** sites, and three different roles in regular *WebLearn* sites.

The three **roles** in an **Administration** site (which is under the control of the Local WebLearn Coordinator) are **admin**, **audit** and **member**:

Role Descriptions

admin

Can administer this and all the managed sites.

audit

Can create view content in sites managed by this one.

member

Can create new sites managed by this one.

For you to be able to create sub-sites of a regular *WebLearn* site, you need to have at least the **member** role in the respective **Administration** site.

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 Tasks, Tests and Surveys (assessment).

👉 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.

Adding participant groups

Use **Site Info** -> **Add Participant Group** to add pre-defined groups of Oxford users as participants in your site, e.g. College groups, or students in a particular study programme. This is the recommended way of adding users, as the central database is updated regularly.

The screenshot shows the 'Site Info' page with a navigation bar at the top containing links: Edit Site Information, Change Admin Site, Edit Tools, Page Order, Add Participants, Manage Groups, Manage Access, Duplicate Site, Import from Site, and Import from File. Below this is the 'Training Demo' section with various site settings. At the bottom, the 'Participant Groups' section shows 'No groups found' and a button labeled 'Add Participant Group' which is circled in red.

Site Info	
Edit Site Information Change Admin Site Edit Tools Page Order Add Participants Manage Groups Manage Access Duplicate Site Import from Site Import from File	
Training Demo	
Site Contact and email	Jill Fresen, jill.fresen@oucs.ox.ac.uk
Available to	Site participants only Logged in users
Display my site in the site index, and share files I select	Yes
Creation Date	01-Apr-2009 17:13
Icon URL	https://beta.weblearn.ox.ac.uk/access/content/group/52025984-84dc-4669-8953-0d4dca7db1b3/images/virtual%20learning_logo.jpg
Participant Groups No groups found Add Participant Group	

You will be able to browse the database of pre-defined groups and select one or more groups to add as participants to your site:

Adding group to Training Demo...

You can add a centrally defined group of users to the site here. These groups are stored externally in the [Oak Access Management Services](#). The same group can be added to many sites and any changes in the groups membership in Oak will be automatically reflected in the membership of the site.

Browse to find the relevant pre-defined group/s to add to your site

Click on the grey arrow, or double click on the text

Select a group

Browse the tree of groups and click on a group.

- Course Groups
 - African Studies
 - Anaesthetics
 - Doctor of Philosophy in Anaesthetics
 - Doctor of Philosophy in Anaesthetic
 - Doctor of Philosophy in Anaesthetic

Cancel

Search for a Group

Enter the name of a group you wish to find (eg: typing in *english 2008* will find all English degree programmes that started in 2008).

Search for a group:

Search

Or type in the name of the pre-defined group if you know it

Selected Group: Doctor of Philosophy in Anaesthetics

Roles

Select the role which you wish the group to have.

- access
- contribute
- maintain

Select a role for this group of participants, then click on **Add Group**

Add Group Cancel

Remember that if your site is unpublished, access users will not be able to visit it.

Adding individual participants

Use **Site Info** -> [Add Participants](#) to add individuals via their email addresses.

[Edit Site Information](#) | [Change Admin Site](#) | [Edit Tools](#) | [Page Order](#) | [Add Participants](#) | [Manage Groups](#) | [Manage Access](#)
[Import from File](#)

You can add Oxford users (enter their email addresses in the first box), or external users (enter their email addresses in the second box):

Site Info

Add Participants

Oxford Users

Official Email Address or SSO Username. (To find out who is a member of a current WebLearn group you should [browse WebLearn's Group Store](#) and copy the usernames here.)

If you only know a person's name then you can use the [University Contact Search](#) to find out their email address in order to add them to the site.

Note: Enter multiples each on separate line (no punctuation)

Other Users

Email Address of Non-Oxford Participant

Note: Enter multiples each on separate line (no punctuation)

Participant Roles

- Assign all participants to the same role
 Assign each participant a role individually

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

Add the email addresses or user names of Oxford users

Add the email addresses of external (other) users

External users will receive their username and password via email, unless they already have a *WebLearn* account.

Follow the rest of the prompts to assign roles and add the individual participants. Refer to the separate guide: **Site Management - the Site Info tool** for more information.

Remember that if your site is unpublished, access users will not be able to visit it.

Partitioning site participants into internal groups

Once you have added site participants, you can subdivide them into internal groups by using **Site Info** -> [Manage Groups](#)

Site Info

[Edit Site Information](#) | [Change Admin Site](#) | [Edit Tools](#) | [Page Order](#) | [Add Participants](#) | [Manage Groups](#) | [Manage Access](#)
[Import from File](#)

Click to create a New Group

Site Info

[Create New Group](#) | [Auto Groups](#)

Group List

There are no groups defined.

[Cancel](#)

Any Participant Groups that you added (see Adding participant groups), will automatically be partitioned into internal groups

Some *WebLearn* tools are “group aware”, which means that you can use them in different ways for particular internal groups of users, e.g. send an **Announcement** to certain groups only, restrict access to **Resource** folders, or set up different **Forum** discussions for particular groups.

Refer to the **Site Management - Site Info** step-by-step guide and video tutorials for more information on how to create and manage internal groups.

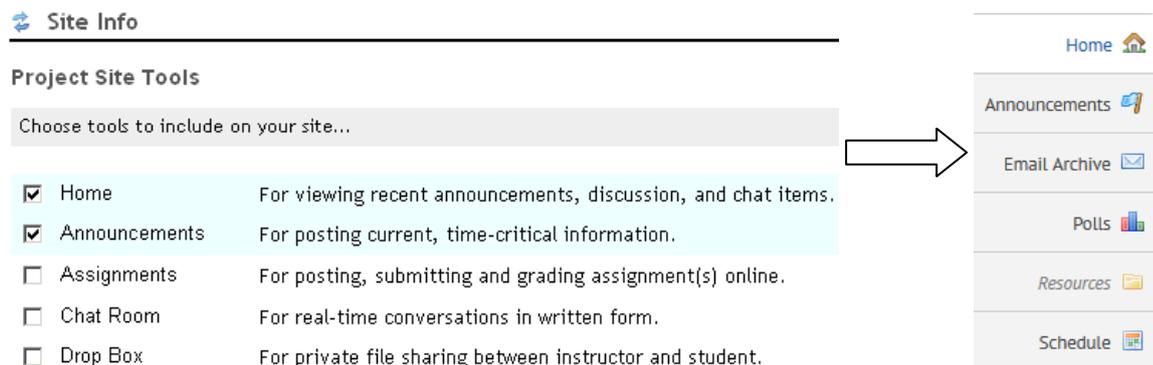
Adding tools

WebLearn offers a variety of tools that can be used for communication, interaction, information sharing and assessment (see the separate guide: **Tool summary**). When you create a new *WebLearn* site, it contains only the **Home Tool**, **Site Info** and **Help**.

Use **Site Info** -> [Edit Tools](#) to add or remove particular tools from your site.



The tools you select will appear on the left hand tools menu.



There is a separate guide which lists all the tools available in *WebLearn*, besides those mentioned here. It is advisable to add only those tools required by you and your users, as and when the need arises, rather than overwhelming them with tools that you do not intend to use.

We recommend that you always add at least the following tools to your *WebLearn* site:

- **Resources** – for uploading files, creating web pages, linking to URLs of other websites
- **Site Stats** – for showing site usage statistics by activity, user, event or resource (note that **Site Stats** only starts recording usage activity after you have added the tool to your site)
- **Search** – for searching content across your site, including the contents of all documents

The Resources tool

See the separate guide: **Resources** for more information.

The **Resources** tool is your file management area in which you can create folders and files, upload files, grant permission to other users to upload files, hide folders of working files, restrict folders to certain internal groups, or open up access to certain folders which you might want to make publically visible.

Each *WebLearn* site has a size restriction of **1 Gb** and you can check your current quota usage in the **Resources** area (**Resources** -> [Check Quota](#)). (You can increase your site quota by contacting the *WebLearn* team.)

Uploading of files can be done one at a time, subject to the limit per file of **60 Mb**. You can zip several files into one zip file and upload that, if it is smaller than 60 Mb. For uploading large files

over 60 Mb, or multiple files from your computer, you can make use of **WebDav (Resources -> Upload-Download Multiple Resources)**. See the separate guide and video tutorial on **WebDav**, as well as the detailed instructions provided on-screen in the **Resources** tool.

The screenshot shows the 'Resources' tool interface. At the top, there are navigation tabs: 'Site Resources', 'Upload-Download Multiple Resources', 'Permissions', 'Options', and 'Check Quota'. Below this, the 'Location' is set to 'Training Demo Resources'. There are buttons for 'Copy', 'Remove', and 'Move'. A table lists various resources with columns for 'Title', 'Access', 'Created By', 'Modified', and 'Size'. Callouts point to specific features: 'Use WebDAV to upload multiple files' points to the 'Add' button for a folder; 'Check how much space your site has used' points to the 'Check Quota' tab; 'Create your own folder structure' points to the 'Add' button for a folder; and 'Upload files' points to the 'Add' button for a file.

For **folders**, the **Add** drop-down box provides the following options:

- [Upload Files](#)
- [Create Folders](#)
- [Add Web Links \(URLs\)](#)
- [Add Reading List](#)
- [Create HTML Page](#)
- [Create Text Document](#)
- [New Form Item](#)

For **folders and files**, the **Actions** drop-down box provides the following options:

- [Copy](#)
- [Edit Details \(Properties\)](#)
- [Reorder](#)
- [Compress to ZIP Archive](#)
- [Move](#)
- [Remove](#)
- [Edit Folder Permissions](#)
- [Make Web Content Link](#)

This option adds the file or folder as a link on the left hand tools menu

Building a home page

See the separate guide: **Building the Home Page** for more information.

The **Home Page (Home Tool or Site Information Display)** is usually the first page that your users will see in your *WebLearn* site. Not only should it be aesthetically pleasing, welcoming and inviting, it should also provide useful information as to what is expected of students, or details of how you plan to use the site. The **Home Page** can also be an 'organiser page', providing links to other resources such as documents stored in resources, or external websites.

You can create the **Home Page** within the HTML editor provided, or link to an HTML page stored in **Resources**.

Here is an example of a **Home Page** in the *WebLearn* site about Copyright:

Use of image, which could be a logo or college crest

Options

Copyright issues regarding teaching and learning

Useful sub-title for the site

Attribution to source of photos

Home

- About the CLA
- Animations and Presentations
- Book: Copyright and E-Learning
- CLA Contacts in Colleges
- CLA Contacts in Depts
- Courses on Copyright
- Sample Copyright Notice
- Useful websites
- Resources
- Site Info
- Help

is copyright a little fuzzy?

Photos: Bekathwia and Pugnoff, flickr.com.

What is copyright?

Copyright is, quite simply, the **right to copy**.

By creating a piece of work, as long as it is recorded or written down in a permanent form, you automatically have the copyright in it under UK law. Marking the work with the copyright symbol and the date is sufficient to claim your copyright.

Once you have copyright in your work, you can choose whether to allow others to copy, adapt, translate, perform, publish, sell or transmit it.

Conversely, before you can make the work available to students in an academic course, you need to get the permission if it is not your own work. There are various copyright arrangements, such as "fair dealing" and the [Copyright Licensing Agency \(CLA\)](#). But the point is that you need to investigate the copyright clearance if necessary, before making any articles, images, presentations or other materials available.

Want to learn more? Take a look at our resources listed on the left hand tool bar.

Introductory text

Link to relevant website

Invitation to learn more and how to start exploring what is in the site

Editing content in the text editor

See the separate guide: **Using the WYSIWYG (what-you-see-is-what-you-get) editor**. To create your home page this way, click on [Options](#) at the top of the screen.

Enter a meaningful **Sub-title** for the site

Site Information Display

Customise Site Info Display

The screenshot shows the 'Customise Site Info Display' interface. At the top, there is a 'Title' field containing 'Site Information Display' and a 'Frame Height' dropdown set to '1200 pixels'. Below these is a WYSIWYG editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment, bulleted and numbered lists, indentation, link, unlink, and image insertion. Below the toolbar are 'Styles', 'Format', 'Font', and 'Size' dropdown menus. At the bottom, there is a text input field for a URL, with the text 'If you enter a URL, this URL will be shown instead of the Site description.' and two buttons: 'Update Options' and 'Cancel'.

Callout boxes provide the following instructions:

- Help with the WYSIWYG editor
- Set the height for the window
- Record audio
- Upload and insert images
- Click **Update Options** when finished
- Enter text to be displayed on your **Home Page**
Use the WYSIWYG toolbar to insert images, links to files or websites, make an audio recording, or adjust formatting
- Instead of using this editor, you can link to an HTML page stored in **Resources**

NOTES:

- Ensure that any images you use in your *WebLearn* site have been uploaded into the site's **Resources** area first; it is very bad practice to include images that are hosted externally.
- Please ensure that you have permission to use the images – see the 'How to' guide on finding and using images legally.

When you have finished designing and building your *WebLearn* site, remember to publish it if you had been working on the unpublished site (**Site Info > Manage Access**).

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**:

My Workspace: Worksite Setup

New Edit Delete

View: All My Sites

Tick checkbox(es) to take action on a site. Click column title to sort.

<input type="checkbox"/>	Worksite Title	Type	Creator
<input type="checkbox"/>	My Workspace		oucs0084
<input type="checkbox"/>	11-12 Practice of EBHC	project	cont3311
<input type="checkbox"/>	1st BM Part 1	project	
<input type="checkbox"/>	2ND YEAR BIOLOGY (DEMO)	project	howardn
<input type="checkbox"/>	ABC	project	oucs0084
<input type="checkbox"/>	Academic IT Services	project	adamm
<input type="checkbox"/>	Ad Feminam Mentoring	project	oucs0084-admin
<input type="checkbox"/>	Adam's Site	project	admin
<input type="checkbox"/>	adamm-webdav as access	project	adamm
<input type="checkbox"/>	Administration Workspace		admin

My Workspace: Worksite Setup

Softly Deleting Site...

! 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:

ABC

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.

My Workspace: Worksite Setup

Buttons: New, Edit, Delete, Restore

View: Softly Deleted Sites (selected), project Sites, All My Sites, My Workspace Sites

<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

Help and Support Resources

The built-in help documentation in *WebLearn* (when clicking on ) is standard **Sakai Help**. This 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.

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

- **WebLearn Guidance**  visit it 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 pop-up (Sakai) help in *WebLearn*

- The website: <http://www.oucs.ox.ac.uk/weblearn> provides information about *WebLearn*, but not how to use it.
- ITLP Courses –the following WebLearn courses are available. Places can be booked via the IT Learning Programme at OUCS: <http://courses.ox.ac.uk/>
 - WebLearn: Fundamentals
 - WebLearn: Design and Content
 - WebLearn: Tools to support Teaching and Learning
 - WebLearn: Surveys
 - WebLearn Bytes: lunch time sessions focusing on a particular tool
 - WebLearn: via Mobile Oxford (lunch time session)
 - Plagiarism: Turnitin Fundamentals

- Plagiarism: Interpreting Originality Reports (lunch time session)
- Plagiarism: WebLearn and Turnitin (lunch time session)
- 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 5 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>