WebLearn
Collaboration Content Assessment Information Management

Hierarchy Manager

Other useful step-by-step guides to read in conjunction with this one:
- Administration sites
- Getting Started for Local WebLearn Coordinators
- Resources
- Site Management – the Site Info tool
- Building the Home Page
- Email Archive
- Using the WYSIWYG HTML editor

All step-by-step guides are available from weblearn.ox.ac.uk/info

Introduction

WebLearn mirrors the organisational structure of the University of Oxford. WebLearn's front page, or Welcome site, contains links to sites for each Division, the Colleges, and WebLearn Guidance. Within each Division's site there will be links to sites for each participating Department, Faculty or School. Within the College site are links to each participating College and the Conference of Colleges.

Because this arrangement mirrors the structure of the University it promotes casual browsing and allows users to navigate to areas of interest without having to know the specific URLs.

A WebLearn presence will generally comprise more than one site. We recommend that a department or college should have a publically accessible entry site (containing general learning and teaching information) suitable for general consumption by interested parties such as prospective students, international students and other educational establishments.

An entry site should typically contain further sub-sites corresponding to logical subdivisions of activity. For some this may mean sub-sites for undergraduates, postgraduates and course administration; others may have one sub-site per course or maybe one per year of study; a College may have sub-sites for each of the tutors.

A site may exist in more than one place; for example, a Health & Safety Training site may be usefully attached to a number of other sites. This can be achieved using the `Bring Site` tool to attach the site to the current location in the hierarchy.

When users have been added as participants in a particular site, they can find the site directly under their `Sites` tab, which means that they do not have to navigate the hierarchy to access it.

Creating a new site

In order to create a new site one must have at least the `member` role in the corresponding `Administration Site`.

Note: New sites do **not** inherit memberships or permissions from the parent site in which they are created.

Step 1

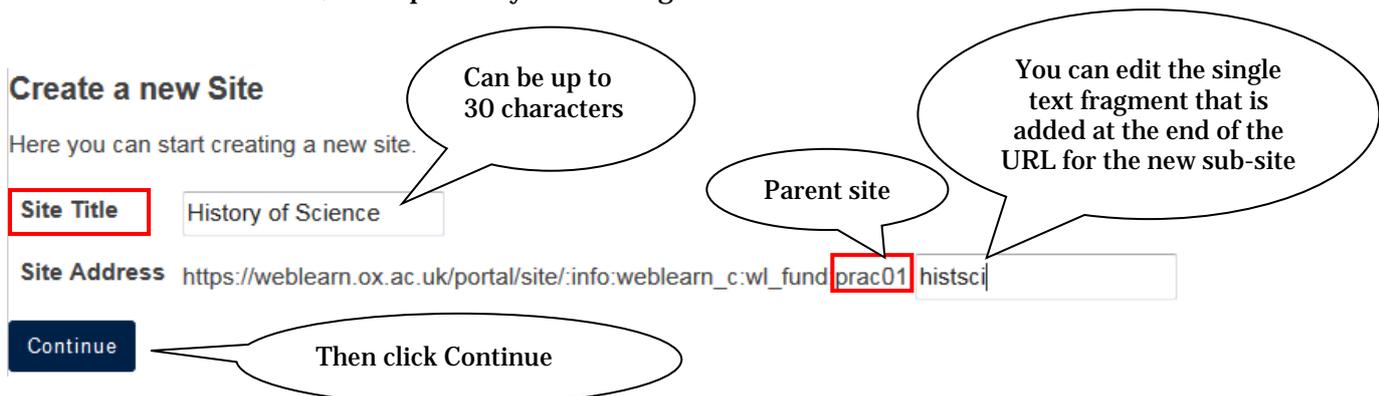Navigate to the site that is to contain the new site.

Step 2

Click on the `New Site` link in the list of hierarchy tools on the left hand side.

Step 3

Enter the title of the site, and optionally a URL fragment:

The `Site Title` can be up to 30 characters and should be informative to users; remember, they will see this is their `Sites` list. It needs to be distinguishable from all the other sites they will have in their list. For example, avoid naming a site 'Undergraduates', since students can potentially have many such sites.

The `Site Address` field is used to build the web address for the site. In this example, if you are creating your new site within a parent site with a URL of:
https://weblearn.ox.ac.uk/portal/site/:info:weblearn_c:wl_fund:prac01 then the URL for the new site will be
https://weblearn.ox.ac.uk/portal/site/:info:weblearn_c:wl_fund:prac01:histsci.

Note:

- We recommend that your URL should contain only the characters a to z, A to Z, or 0 to 9. It should contain no spaces and no underscores (the latter do not show up in a hyperlink). In other words, choose a short meaningful identifier.

Step 4

If prompted, select the Administration Site for the new site. If there is no choice then this step is skipped.

Step 5

Although you can elect to build your own site from scratch (see Steps 6 to 10), the default is to create your new site based on a pre-populated template. This promotes consistency and best practice. You will be able to freely modify tools and content in your new site after it has been created.

Create Site

You can create a new site in one of two ways:

- **Build your own site**: a **project** site is a blank canvas to be built from scratch by the site owner.
- **Create site from template (recommended)**: a **template**-based site comes pre-loaded with hand-picked tools and extensive guidance.

You can customise either type of site at any time, e.g. add, edit or remove tools.

○ Build your own site

This is for experienced users and lets site owners add individual site tools.

● Create site from template

This gives a pre-configured site which already contains a selection of hand-picked tools.

▸ **Project**

○ 1. Departmental Site Template   *Further instructions for editing this page*

Welcome

What is the purpose of this template?

This WebLearn site template is designed for a top-level departmental site.

Handbooks
Lorem ipsum dolor sit amet, sed cu dico

General Information
Lorem ipsum dolor sit amet, sed cu dico

Scroll down and select a template on which to base your new site

To encourage best practice and consistency of the user experience, we recommend that you base new sites on one of the existing *WebLearn* templates. There are currently four templates:

- Departmental site template
- Programme site template
- Course site template
- Tutor site template

The templates are pre-populated with a selection of appropriate tools and folder structures, so that a site maintainer does not have to start from a blank site. A detailed page of instructions is provided within each template on how to customise it.

You can preview the templates on the *WebLearn* Guidance site: weblearn.ox.ac.uk/info – in the `Showcase` section, select `Template Sites`.

When you have selected a template, this box appears:

By default the new site will be published, but no-one will be able to access it until you set the access options and/or add site participants

☐ Copy users ☑ Copy content ☑ Publish Site   What is this?

This option ensures that all content from the template is copied to your new site, as well as the pre-selected tools

Scroll down and click on

Create site from template:
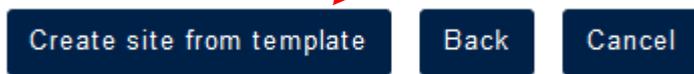
Your new site will be created based on the template you chose, with a selection of pre-populated tools and content:

- • If you have based your site on a template, then skip Steps 6 to 10, because this has all been done for you.
- • If you elected to build your own site from scratch, then continue with Steps 6 to 10.

Step 6

If you wish to build your own site from scratch, select this option instead of the template option:

Create Site

You can create a new site in one of two ways:

- **Build your own site**: a **project** site is a blank canvas to be built from scratch by the site owner.
- **Create site from template (recommended)**: a **template**-based site comes pre-loaded with hand-picked tools and extensive guidance.

You can customise either type of site at any time, e.g. add, edit or remove tools.

○ Build your own site

This is for experienced users and lets site own...

○ project site

○ Create site from template

This gives a pre-configured site which already contains a selection of hand-picked tools.

You can add or remove tools from either type of site at any time.

[Continue] [Back] [Cancel]

Click here to build your own site.

Select this option – 'project sites' are the only types of sites

Step 7

Enter details about the site; all the fields on the next page are optional and can be changed after the site has been created through the `Site Info` tool. We recommend supplying a short description now but leaving the long description until later – this long description is used on the front page of your site so should be planned carefully and built later (See the separate step-by-step guide on **Building the Home Page**).

Project Site Information

Enter basic information about the project site...

A * means required information.

* Site Title | History of Music

Site Language

> User Language (default)
> Basque [eu] Basque
> català - Espanya [ca_ES] Catalan - Spain
> Deutsch - Deutschland [de_DE] German - Germany
> English - Australia [en_AU] English - Australia
> English - New Zealand [en_NZ] English - New Zealand

Description (displayed on the site's home page)
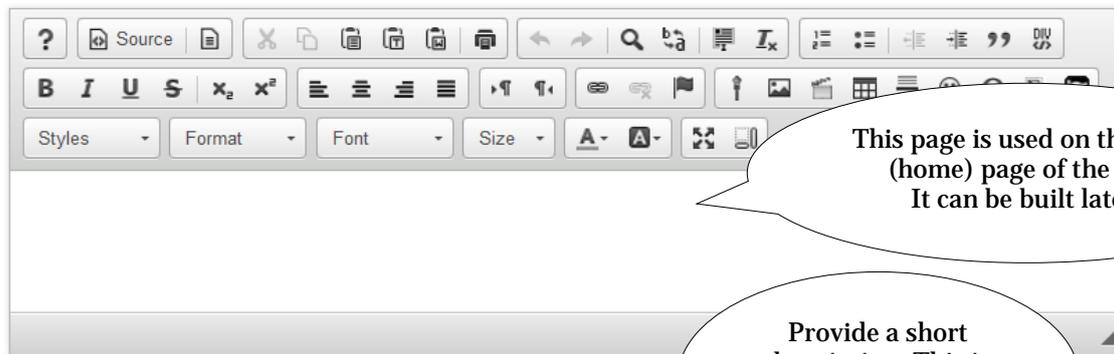
This page is used on the front (home) page of the site. It can be built later.

Short Description (displayed in publicly viewable list of sites. Max 80 characters) | A site for History undergraduates

Provide a short description. This is displayed in the public site index.

Icon URL

You can insert the WebLearn URL of an image or logo (stored in Resources) to be displayed at the top left of the site

* Site Contact Name | Continuing Education

Site Contact Email | info@conted.ox.ac.uk

[Continue] [Back] [Cancel]

- **Description** — displayed on the front (home) page of the site. It can easily be changed after the site has been created. You should plan what you want your home page to look like – it is the first thing users see.

- **Short Description** — displayed in the public index of sites. Maximum length is 80 characters.

- **Icon URL** — allows you to provide an image to be displayed at the top of the left-hand menu bar. The image needs to be uploaded and stored in the **Resources** tool. You can find its URL by using **Edit Details (Properties)** alongside the file in **Resources.**

- **Site Contact Name** — can supply a list of names here if desired. By default the name of the person creating the site is present; this field can be changed later.

- **Site Contact Email** — an email address that participants can use if they have problems with the site. Unfortunately only one address can be supplied. It may be an idea to

provide a mailing list address which sends emails to more than one person (in case of absence).

Notes:

- A separate new site could be created with just the named `Site Contacts` (e.g. all the tutors in the college) as members. This new site should contain (minimally) an `Email Archive` tool; then that email address (e.g. balliol_tutors@weblearn.ox.ac.uk) can be entered into this `Site Contact Email` box and user emails will automatically go to all the site owners.

- If appropriate, the `Administration` site may have an `Email Archive` whose address could be used here.

Step 8

The next step is to select the tools to be used; tools can also be selected/de-selected later, after the site has been created.

☞ Note: In order to reuse (copy) material from another site (see next page), you must first select all tools into which the content will be copied. For example in order to copy from another site's `Resources` tool the current site must also contain a `Resources` tool.

Re-use Material from Other Sites You Own

○ No, thanks.

◉ Yes, from these sites:

- Advanced training
- **Ancient History**
- Anonymous Essay Submission Exam Admin
- Artweeks
- Avoiding Plagiarism
- Avoiding Plagiarism 2

Click Yes, and then select sites from which to re-use existing content

Note: To select more than one item, hold down the Ctrl key (Windows) or the Command key (OS X) and click your selections.

[Continue] [Back] [Cancel]

Step 9

The next step is to set the access permissions for the new site.

Project Site Access

Set access options for your site...

Site Status

Publishing your site makes it available to users.

◉ Publish site - accessible to all site participants

○ Leave as Draft - accessible only to site maintainers

Unpublished sites can be developed 'behind closed doors'

Additional Access

As well as site members, you can allow other people to access your site without being a member of the site.

General	Oxford	Oxford Card Statuses
☐ Anyone (including non-logged in)	☐ All Oxford Staff	☐ Academic Visitors
	☐ All Oxford Students	☐ Cardholders
	☐ All Oxford Users	☐ College Staff
		☐ Congregation
		☐ Department Staff
		☐ Former Staff
		☐ Postgraduate Students
		☐ Undergraduate Students
		☐ University Staff
		☐ Virtual Access Users
		☐ Visiting Students

Tick this box if you wish to make your site publicly available

You can make your site available to certain specified subsets of Oxford users who will be able to 'visit' the site – either by browsing the hierarchy, or if given the site URL

IT Services

Site Visibility

Your site can be listed in the Site Browser on the Gateway, allowing non-participants to find it and access its public resources. You can change these settings later by going to Site Info.

- ⦿ Display in Site Browser
- ○ Do not display in Site Browser

It's good practice to keep this default so that people can find your site.

Joinability

As well as adding members explicitly to your site you can allow users to register themselves onto it (join the site). You can change these settings later by going to Site Info.

- ⦿ Limited to whom I add manually, or via participant groups
- ○ Can be joined by any WebLearn user with authorization to log in

*If your make your site 'joinable', then you will be prompted to select the **access** role for joining members.*

[Continue]　[Back]　[Cancel]

Notes:

- Making a site joinable allows people to leave the site, which may be undesirable.
- See this blog post for more information about the interaction between `Additional Access` and joinable sites:

  http://blogs.it.ox.ac.uk/adamweblearn/3090

Step 10

Confirm the setup of your new site, then click on [Create Site]

If any details are incorrect click `Back` and correct them:

Confirm Your Project 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.

Site Title	History of Music
Site URL	No URL provided
Admin Site	WebLearn Course Admin
Tools	Home
	Site Info
	Contact Us
Available To	Site participants
Joinable:	No
Included on public index of sites	Yes
Icon URL	No icon provided
Site Contact Name	Jo Smith
Site Contact Email	jo.smith@it.ox.ac.uk
Short Description	No short description provided
Site Language	No Language provided

Description

No description provided.

[Create Site] [Back] [Cancel]

After the new site has been created you should be taken directly to it.

Bring Site

← Bring Site

> **Bring Site** allows you to 'reuse' (connect to) a site that has already been created, and make it accessible as a sub-site within the current site at a particular point in the hierarchy. Remember, sites may be connected to more than once place in the hierarchy.
>
> You need to have at least the **maintain** role in both the site you own and the site you wish to bring. Similarly, all **participants** in your site will need to be added to the 'brought' site if they are to be able to access it.

Notes:

- If a site is placed elsewhere within the hierarchy and has sub-sites, these will not be attached here. If desired, these sub-sites must be attached manually.

- Similarly, if you wish to `Remove` a sub-site, you must first remove all its sub-sites.

Step 1

After clicking on the `Bring Site` link you must select the site you wish to reuse. Clicking `Select Site` will allow you to search for the site.

Find a Site

This tool allows you to select a site to appear at this point in the directory of sites.

[Select Site]

Step 2

When searching for a site you can select the type of site you are looking for and supply part or all of the name. Clicking `Search for Sites` will return a list of matches.

Step 3

If one or more sites match the search then you will be able to browse the results and select one to reuse by clicking on the radio button beside the name and then clicking `Select`.

Step 4

Once a site has been selected you will be asked for a URL fragment (this is very similar to the page in the `New Site` workflow). Note that it is **not** possible to change the title of the IT site at this point.

Clicking `Reuse Site` will connect the site at this point in the hierarchy and take you to the site.

The parent site now has two sub-sites below it in the hierarchy:

IT Services

Move Site

The **Move Site** tool allows you to change the location of this site within the hierarchy, i.e. to move the current site to different location altogether. Moving a site is like 'cutting' it from its current place in the hierarchy – you are then prompted to 'paste' it into a new location.

If a site has sub-sites, the **Move Site** function will move the selected site along with its 'children' (subsites) to the new location.

Remove Site
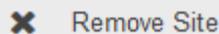
Clicking on the **Remove Site** tool allows you remove the current site from its present position in the hierarchy.

This tool also allows you to **delete** a site – this is the recommended way to both remove a site from the hierarchy and delete it at the same time.

This page allows you to remove this site from this position in the hierarchy.

You can also opt to 'softly delete' the site. (Softly deleted site will remain accessible to you via the "View softly deleted Sites" option in the WorksiteSetup tool which is found in My Workspace. It will eventually be purged as per the schedule set by your System Administrator.)

If you do not delete this site then it will still exist in the system and can still be accessed by its members; you will be able to delete it later by using Worksite Setup tool in My Workspace.

Also delete the site. ☐

Check this box if you wish to delete the site at the same time. The site will remain in a recycle bin for 400 days, after which it will be purged.

Confirm Remove Site

When you **Confirm Remove Site**, the site will be detached from the hierarchy of sites. If you choose NOT to delete the site at the same time, then all the content in the 'removed' site will remain accessible to all its members via their **Sites** list. This site can be attached to a different part of the hierarchy, if required (using **Bring Site**).

☞ **Notes:**

- You can only remove a site that doesn't have any sub-sites below it in the hierarchy.

- Deletion via this option is the recommended way to delete a site from the system. If you have deleted it via other means (e.g. **My Home** > **Worksite Setup**), then 'Missing Site' will show at its former point in the hierarchy. If this happens, please contact weblearn@it.ox.ac.uk and we will remove the 'Missing Site'.

If you choose to delete the site at the same time as removing it from the hierarchy, then this message will appear:

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 Home. 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:

2ND YEAR BIOLOGY (DEMO)

Click **Mark for deletion** to confirm

[Mark for deletion] [Cancel]

☞ **Note:** See page 22 for how to restore such a 'softly deleted' site (via `My Home` > `Worksite Setup`) within the 400-day period.

Replace Site   📑 Replace Site

The `Replace Site` tool does two things at once: after searching for and selecting an alternative site, this tool removes **the current site** from this place in the hierarchy, and replaces it with the selected one at the same point in the hierarchy. It will maintain the URL of the site being replaced (this is useful if the site URL has been communicated to students) e.g. https://weblearn.ox.ac.uk/portal/site/:socsci:internet:assignments

Go to the site you wish to replace, and select `Replace Site`. You will follow a similar workflow to the `Bring Site` tool but won't be asked to enter a URL fragment. Search for, and select the site you want to use to replace the current site.
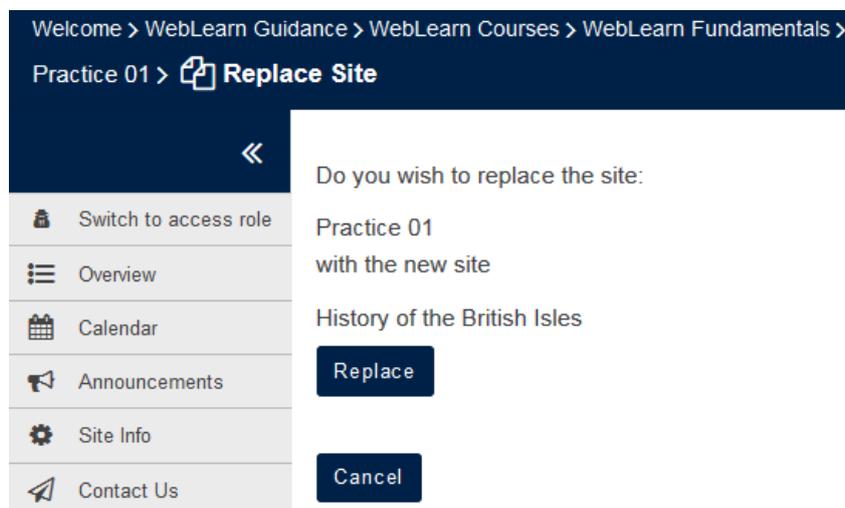
Welcome > WebLearn Guidance > WebLearn Courses > WebLearn Fundamentals > Practice 01 > 📑 **Replace Site**

≪
🔒 Switch to access role
☰ Overview
📅 Calendar
📢 Announcements
⚙ Site Info
✈ Contact Us

Do you wish to replace the site:

Practice 01

with the new site

History of the British Isles

[Replace]

[Cancel]

Changing a site URL and setting up a redirect

The main purpose of the `Manage Redirects` function is to set up an automatic redirect if you have moved a site (along with any sub-sites) to a new location in the hierarchy. After you have set up the redirection to the new location, the old site 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

☞ NOTES:

1. You must always initiate the redirect from the **parent** site, which enables you to change the URL fragment of the corresponding child site.

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

Example: The `WebLearn Fundamentals` course site was originally set up with the following URL: `https://weblearn.ox.ac.uk/portal/hierarchy/info:jilltest`. We would like to change the last part of the URL (the 'fragment') to '`fundamentals`', while ensuring that the old URL will continue to work, i.e. users who try to access the old URL will automatically be redirected to the new URL. The idea is to detach ('remove') the site from its current place in the hierarchy, and then re-attach it in the same location. This clever move will allow us to specify a new URL fragment, as we did when we first created the site.

1. Copy the last component of the URL, e.g. '`jilltest`' of the site in question.

2. Go to the site and use `Remove site` to remove (detach) this site from its current position in the hierarchy (be sure **not to delete** the site as well).

3. You will now automatically be in the parent site. Now it's time to reattach the site and provide a better URL. Click on `Bring Site` and search for the site you just removed. You can either type in the site title (if you know it), or simply select `Search for Sites` and select the site from the list presented. The next step allows you to enter a preferred fragment for the end of the new URL, e.g. '`fundamentals`'. Click `Reuse Site`.

4. Go back to the parent site. Click on `Manage Redirects`.

5. Complete the `Create New Redirect` page in order to set up the redirect from the old URL to the new URL (see next page).

6. This means that anyone who tries to access `https://weblearn.ox.ac.uk/portal/hierarchy/info:jilltest` will be automatically redirected to `https://weblearn.ox.ac.uk/portal/hierarchy/info:fundamentals`.

Create New Redirect

Source Site Address : https://weblearn.ox.ac.uk/portal/site/:info:weblearn_c: | jilltest |

> Site Title is the title of the new site that will appear in your sub-sites menu. You may want to keep it the same as the title of the destination site, or provide a new title (max 20 characters).

Site Title : | WebLearn Fundamentals |

> Target Site Address is the URL of the destination site, i.e., the place where the user will be taken when they click on the site title above (provide the full URL or relative path). This can be any website but is usually a WebLearn Site URL.

Target Site Address : | arn.ox.ac.uk/portal/site/:info:weblearn_c:fundamentals |

> Redirect Sub-sites is only relevant when you are creating a new URL for an existing site; should be selected as redirects will work for all sub-sites as well.

Redirect Sub-sites? ☑

- **Source Site Address** – this is the last component of the old site URL that you wish to change; in our example, this is 'jilltest'.

- **Site Title** – this is the title of the redirected site that will appear in the sub-sites menu. You may want to retain the name of the existing site, or you can opt to enter a new site title.

- **Target Site Address** – this is the new URL of the site, showing the more meaningful fragment at the end, that you specified in step 3 above. You can use the full URL or a relative path.

- **Redirect Sub-sites** should always be selected as redirects will work for all sub-sites as well.

Other ways to use redirects
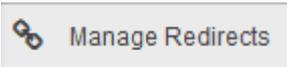
🔗 Manage Redirects

A 'redirect' link to a site is similar to creating a `Web Content` link to a target URL which can be a WebLearn site or an external website. The difference is that a redirect link appears as a sub-site on the left-hand sub-sites menu (🔗), rather than as a weblink (🌐) on the tools menu.

You may wish to redirect WebLearn users either:

a) to a site located in a different place in the hierarchy, or

b) to an external website.

Each of these tasks is now explained in detail:

(a)   Setting up a redirect to a site in a different place in the hierarchy

Example: consider a collection of *WebLearn* sites dealing with `Safety for Scientists` which exist under the `University Safety Office`. You may want to create a redirect to the `Safety for Scientists` site from another area in the hierarchy (e.g. from `Chemistry`). This would be easier than using `Bring Site` multiple times to attach the parent site plus all its sub-sites.
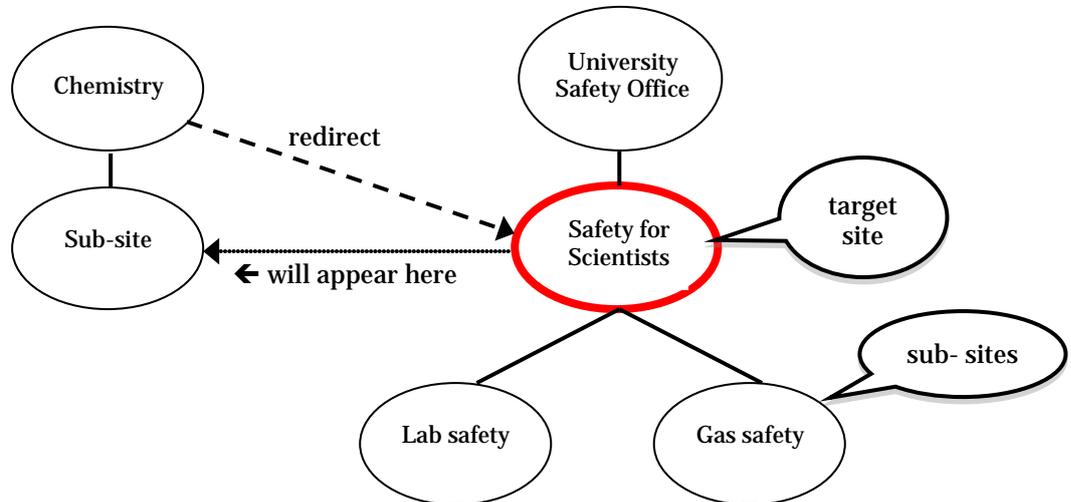
☞ NOTES:

There are pros and cons in terms of setting up a redirect, compared to using `Bring Site` to attach an existing site to a particular point in the hierarchy of sites (e.g. `Chemistry`).

- A disadvantage of `Bring Site` is that if you would have to 'bring' sub-sites manually and you won't know if any sub-sites are later added to, or removed from the original target site.

- A disadvantage of setting up a redirect to another site is that the user is moved out of your area of the hierarchy and it may not be easy for them to navigate back to where they came from.

The procedure to set up an automatic redirect is as follows:

1. Go to the target location (e.g. the 'Safety for Scientists' site) and copy its URL, e.g. https://weblearn.ox.ac.uk/portal/site/:central:safety:scientists/

2. Go to the site from which you wish to set up the redirection (e.g. `Chemistry` in the above example)

3. Click on `Manage Redirects` and complete the page in order to set up the redirect link:

Create New Redirect

Source Site Address : https://weblearn.ox.ac.uk/portal/site/:mpls:chem: `sci_safety`

> Provide a URL fragment for the new location of the Safety site

> Site Title is the title of the new site that will appear in your sub-sites menu. You may want to keep it the same as the title of the destination site, or provide a new title (max 20 characters).

Site Title : `Safety in Labs`

> Maximum 20 characters

> Target Site Address is the URL of the destination site, i.e., the place where the user will be taken when they click on the site title above (provide the full URL or relative path). This can be any website but is usually a WebLearn Site URL.

Target Site Address : `/weblearn.ox.ac.uk/portal/site/:central:safety:scientis ×`

> Target address you copied earlier

> Redirect Sub-sites is only relevant when you are creating a new URL for an existing site; should be selected as redirects will work for all sub-sites as well.

Redirect Sub-sites? ☑

> If 'Hide' is selected then the link to the destination site will not be shown in the list of sub-sites. It is useful to hide the redirect link if it is being used to point to a sub-site which has been given a new URL, there will already be one link to the site so there is no need for a second.

Hide ☐

- **Source Site Address** – provide a meaningful fragment for the URL of the redirect link (users will not necessarily see this URL, except when it appears as 'mouse-over text' on the redirect link).

- **Site Title** – this is the title of the redirect that will appear in your sub-sites menu (see image below). You may want to keep it the same as the title of the target site, or provide a new title. There is a limit of 20 characters for this field.

- **Target Site Address** – this is the URL of the target site, i.e., the place where the user will be taken when they click on the site title. You can use the full URL or a relative path.

- The **Redirect Sub-sites** option is not relevant in this example.

Click on [New Redirect]. Your link to the target site will appear in your hierarchy, with a 'link' icon to indicate that it is a redirect (i.e. it will moves the user to a different place in the WebLearn hierarchy):
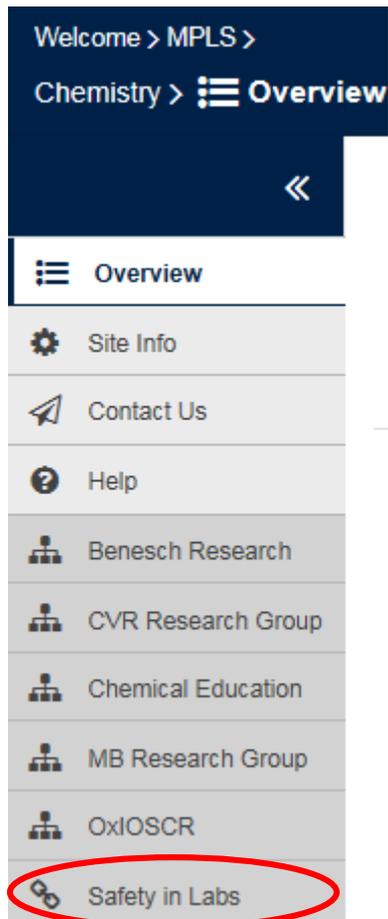
To test that the redirect has worked, click on the sub-site link and check that you are moved over to the relevant site in the *WebLearn* hierarchy (in this demo example, you would be redirected to the **Safety for Scientists** site under the **University Safety Office** part of the hierarchy).

If, at a later stage, you wish to remove the redirect, select **Manage Redirects** from the parent site (Chemistry in this example). You will see the existing redirect, which you can select and then **Delete**:

Existing Redirects :

- Safety in Labs (/mpls/chem/sci_safety) to /portal/site/:central:safety:scientists/ (Redirect Sub-sites.)

Delete

(b)   Setting up a redirect to an external website

You can set up a redirect to an external website, which will cause it to appear as a sub-site of your current *WebLearn* site.

Example: set up a redirect to the website of the Museum of the History of Science (http://www.mhs.ox.ac.uk/):

In your History of Science WebLearn site, use `Manage Redirects` and complete the `Redirects` screen:

The target site now appears as a sub-site of your current site. Later, you can select it to delete it, or add more redirects if required:

Restoring a deleted site

If you used **Remove Site** (see earlier section) and you checked the **Also delete the site** box, the site will be 'softly deleted'. This means the site is moved into a recycle bin and becomes inaccessible to site participants. The site is flagged to be purged after a period of 400 days. During this period you can **Restore** the site, but thereafter the **Restore** function is disabled.

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

Summary

The `Hierarchy Manager` allows you to manage and rearrange the WebLearn sites in your departmental or college hierarchy. This guide has explained how to use the following hierarchy tools:

✚	New Site
←	Bring Site
✂	Move Site
📋	Paste Site
🗗	Replace Site
✖	Remove Site
🔗	Manage Redirects
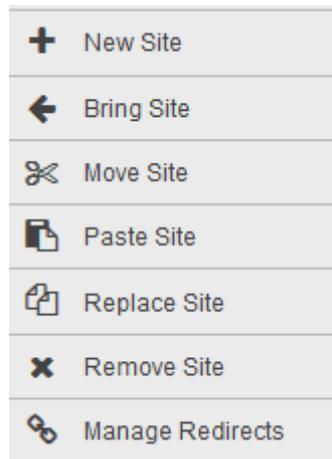
With the `Hierarchy Manager`, you can build a logical structure of sites and sub-sites with meaningful URLs. You can create new sites (`New site`), and attach (`Bring Site`) or detach (`Remove`) a site to/from various points in the hierarchy. When detaching a site (`Remove Site`), you can elect to delete the site altogether. 'Softly deleted' sites remain in a recycle bin for 400 days, during which period you can restore them, if necessary.

You can remove a site and attach it to a different part of the hierarchy (`Move Site` and `Paste Site`) – this is like 'cutting and pasting' sites. At a particular point in the hierarchy, you can swap one subsite for another site (`Replace Site`).

You can move a site (`Bring Site`) to a new location in the hierarchy and set up a redirect (`Manage Redirects`) from the old site URL to automatically redirect users to the new location. This is a useful way to change the end part of a site URL if the original one was poorly chosen, or a department changes its name or moves to a new division. You can also set up redirect links to other *WebLearn* sites, or external websites (`Manage Redirects`). These redirect links will appear on the left hand menu, below all the other site tools.

Try to make your site structure easy to navigate; use descriptive yet succinct titles and URLs. Avoid spaces, special characters and capital letters in URLS. Think about what happens at year-end – whether you need to save an archive of the current site – and who needs to access each site.

Email weblearn@it.ox.ac.uk for advice on creating a new *WebLearn* presence or modifying an existing one.