WebLearn
Collaboration Content Assessment Information Management
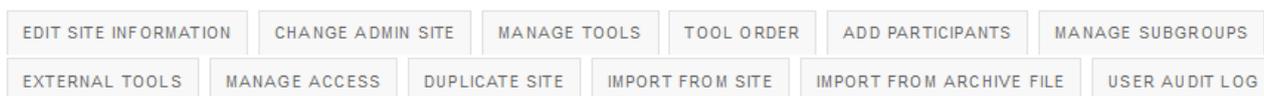
Site management: the Site Info tool

Purpose: The Site Info tool provides information about the site. If you have a role that allows it, you can use this tool to make changes to information about the site, tools available in the site, and access to the site.

Default permissions: By default, only those with the maintain role are able to use the full functionality of the Site Info tool in WebLearn sites. If you have limited permissions, Site Info will show you only the information about the site published by the site owner.

Typical use & good practice tips: Site Info is the site management tool for the WebLearn site. It is used to edit site information, select and edit the tools visible to site members, manage site membership, control access, duplicate a site, and import content from other sites.

This guide will show you how to use the features listed under Site Info options shown here:

| EDIT SITE INFORMATION | CHANGE ADMIN SITE | MANAGE TOOLS | TOOL ORDER | ADD PARTICIPANTS | MANAGE SUBGROUPS |
| EXTERNAL TOOLS | MANAGE ACCESS | DUPLICATE SITE | IMPORT FROM SITE | IMPORT FROM ARCHIVE FILE | USER AUDIT LOG |

Other useful step-by-step guides to read in conjunction with this one:
- Administration Sites
- Email Archive
- Hierarchy Manager
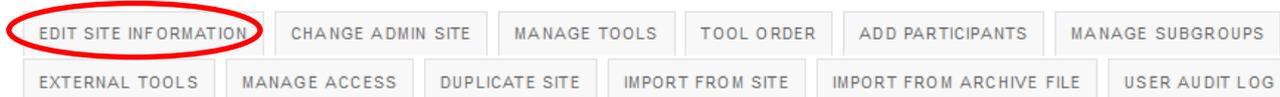- My Home
- Resources
- Using the WYSIWYG HTML editor

There is a least-you-need-to-know guide on:
- Managing and using Groups

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

Editing information about your site

From within your WebLearn site, click Site Info, then Edit Site Information.

| EDIT SITE INFORMATION | CHANGE ADMIN SITE | MANAGE TOOLS | TOOL ORDER | ADD PARTICIPANTS | MANAGE SUBGROUPS |
| EXTERNAL TOOLS | MANAGE ACCESS | DUPLICATE SITE | IMPORT FROM SITE | IMPORT FROM ARCHIVE FILE | USER AUDIT LOG |

Revising Site Information for WebLearn Fundamentals

* Site Title

WebLearn Fundament:

> Edit the site's title, if desired.

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)

[toolbar icons]

| ? | Source | | | | | | | | | | | | | | | | | | |

B | I | U | S | x₂ | x² | ...

Styles | Format | Font | Size | ...

This site is used as a 'gateway' for hands-on activities during the **WebLearn Fundamentals** course. If you wish to attend then you need to book a place. You do not have to attend in order to download the course booklet.

For the **WebLearn Fundamentals** course you will:

Create your own New Site (see lower left hand menu ba: experiment with changing its contents, tools and prope

Warning:

> This information will be displayed on the site's Overview page.

> If the site is publicly joinable, the information in this field will be displayed in the list of joinable sites.

Short Description
(displayed in publicly viewable list of sites. Max 80 characters)

Icon URL

> If you wish, you can choose an image to display above the site's tools menu. Save the image in Resources and use its URL for the link; the image may need to be resized to fit. (See the WebLearn Resources guide: **Linking to a Resources file** section.)

* Site Contact Name

Jill Fresen

Site Contact Email

jill.fresen@it.ox.ac.uk

> Although more than one contact name may be listed, only one contact email is possible.

☐ Allow the display of LaTeX math in this site. Use the Manage Tools page to select the tools for which this setting applies.

Continue   Cancel

> Click Continue to save your changes, or click Cancel.

Adding, editing, or removing tools in a site

From within your WebLearn site, click Site Info, then Manage Tools.

EDIT SITE INFORMATION	CHANGE ADMIN SITE	MANAGE TOOLS	TOOL ORDER	ADD PARTICIPANTS	MANAGE SUBGROUPS
EXTERNAL TOOLS	MANAGE ACCESS	DUPLICATE SITE	IMPORT FROM SITE	IMPORT FROM ARCHIVE FILE	USER AUDIT LOG

Project Site Tools

Choose tools to include on your site...

General   12

☑ **Home (Overview)**

    For viewing description of the site. Will include recent announcements, discussion, and chat items if appropriate.

☑ **Announcements**

    For posting current, time-critical information

☐ Assignments

    For posting, submitting and gradin

☑ **Calendar**

    For posting and viewing deadlines, events,

☐ Chat Room

    For real-time conversations in written form

☑ **Contact Us**

    A site content and functionality reporting tool.

☐ Drop Box

    For private file sharing between instructor and student

☑ **Email Archive**

    For viewing email sent to the site

☐ Email Sender

    Send mail to participants and groups in your site. ('Mailtool' replacement.)

☐ Forums

    Display forums and topics of a particular site

☐ Gradebook

    For storing and computing assessment marks.

☐ Lessons

Tick the boxes next to the tools that you wish to add to the tools menu; untick a box to remove a tool.

Selected tools	Remove
🏛 Home (Overview)	✖
📣 Announcements	✖
📅 Calendar	✖
✈ Contact Us	
✉ Email Archive	✖
📖 Lessons	✖
📊 Polls	✖
🗂 Resources	✖
🔍 Search	✖
⚙ Site Info	
◔ Site Stats	✖
🌐 Student Resources	✖

Click the cross next to the tools that you wish to remove from the tools menu; you can also untick a box from the left-hand list to remove a tool.

[....]

▾ Plugin Tools   0

☐ Replay

    For recording and viewing learning materials, e.g. lectures, tutorials, seminars, short clips, etc.

Any third-party 'plugin' tools available via WebLearn are listed at the end of the tool list.

Continue   **Cancel**

Click Continue.

Confirming site tools edits for WebLearn Fundamentals

You have removed the following:

Student Resources (source = /access/content/group/546f29a9-76...

You have selected the following for your site (added tools highlighted):

Home (Overview)
Lessons (Lessons)
Calendar (Calendar)
Announcements (Announcements)
Resources (Resources)
Drop Box (Drop Box)
Email Archive (Email Archive) : fundamentals@weblearn.ox.ac.uk
Site Info (Site Info)
Contact Us (Contact Us)
Polls (Polls)
Search (Search)
Site Stats (Site Stats)

Finish   Back   Cancel

On the confirmation screen, you will see a list of your site's tools and any changes you've made.

If the list is accurate, click Finish.

To edit your changes, click Back, or if you wish to cancel, click Cancel.

Changing the order and names of tools (Tool Order)

You can change the order of tools in the left-hand tool menu and edit their names.

From within your WebLearn site, click Site Info, then Tool Order.

| EDIT SITE INFORMATION | CHANGE ADMIN SITE | MANAGE TOOLS | TOOL ORDER | ADD PARTICIPANTS | MANAGE SUBGROUPS |
| EXTERNAL TOOLS | MANAGE ACCESS | DUPLICATE SITE | IMPORT FROM SITE | IMPORT FROM ARCHIVE FILE | USER AUDIT LOG |
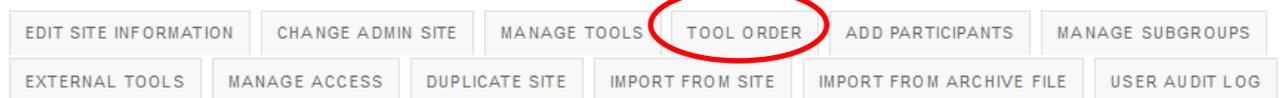
Page Order

Changes to the page ordering will not take effect until you click 'Save'. Editing, Hiding or Deleting a Page takes place immediately. Pressing either the Save or Cancel buttons returns you to the Main Site Info Tool Page.

≡ ☰ Overview ⚙

≡ 📢 Announcements ⚙

Click and drag a box, and move it up or down to a new position to reorder tools in the tools menu.

≡ 📅 Calendar ⚙

≡ ✉ Email Archive ⚙

Click the cog icon to access the settings for this tool:

≡ ⚙ Site Info ⚙

≡ 🔍 Search ⚙

≡ 📁 Resources 👁 ⚙

≡ 📊 Site Stats 👁 ⚙

≡ 📊 Polls ⚙

≡ ✈ Contact Us ⚙

≡ 🌐 Student Resources ⚙

≡ 📖 Lessons ⚙

✏ Edit Tool Title

❂ Make Tool Invisible to Students

🔒 Lock Access to this Tool

🗑 Delete this Tool

Warning: Making tools invisible does not prevent access to the tool items through direct links to prevent all access Lock the tool.

When finished, click Save.

Save   Cancel   Reset   Sort Alphabetically

Click Sort Alphabetically if you want the tools to appear on the left-hand menu in alphabetical order.

Controlling access

There are two ways to access a site in WebLearn, either by being a site participant (member) or by being given 'visit rights'.

Site participants are specified by either supplying an email address (or username) or by selecting a 'participant group' supplied by the Oak groups service. The Oak groups service contains institutional groups based on data from OSS and the Card and Registration databases. The benefit of adding pre-existing participant groups is that they are automatically updated via the central database, which is not the case if you add users individually by email address (or username).

Visit rights are usually granted to large groups (500+ users) such as 'All Oxford users' or to the general public.

Being a site member grants more privileges, for example, announcements will be displayed in My Home, messages sent to the Email Archive may be forwarded to your email address and it will be possible to assign rights to create content.
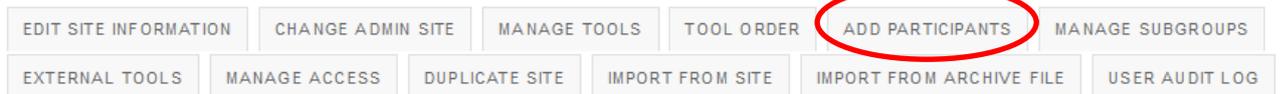
A statement of who can access the site is given on the Site Info summary page.

WebLearn Fundamentals

Site URL	https://weblearn.ox.ac.uk/portal/site/546f29a9-78a8-4a39-be45-61ca2f9a4651
Site contact and email	Jill Fresen, jill.fresen@it.ox.ac.uk
Administration Site	WebLearn Course Admin
Available to	Site participants
	All Oxford Users

Adding individual participants

From within your WebLearn site, click Site Info, and then Add Participants.

EDIT SITE INFORMATION	CHANGE ADMIN SITE	MANAGE TOOLS	TOOL ORDER	ADD PARTICIPANTS	MANAGE SUBGROUPS
EXTERNAL TOOLS	MANAGE ACCESS	DUPLICATE SITE	IMPORT FROM SITE	IMPORT FROM ARCHIVE FILE	USER AUDIT LOG

Add Participants

Oxford Users

Official Email Address or Oxford Username.
If you only know a person's name then you can use the Univ
order to add them to the site.
To add a course or unit group you should retu

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

Enter usernames or email addresses for new participants who have official Oxford Single Sign-on accounts here. All university staff and students have such accounts.

Use a separate line for each username or email address.

Other Users

Email Address of Non-Oxford Participant

Note: Enter multiples each on separate line (no punctuation). Email address
commas, e.g. jdoe@yahoo.com,Doe,John

Enter the email address of any new participants who do not have official WebLearn usernames here. Addresses with .ox.ac.uk cannot be added here.

Use a separate line for each address.

Participant Roles

◉ Assign all participants to the same role

○ Assign each participant a role individually

Decide whether to give all your newly-added participants the same role or different roles (i.e. access, contribute or maintain).

Participant Status

◉ Active

○ Inactive

[Continue] [Cancel]

Choose a Role for Participants

Roles

○	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).
○	suspended	Suspended site user: for suspended students. By default, this role can read learning materials and announcements, but cannot take part in assessments or quizzes and cannot create material within tools such as Forums and Chat.

If the option to assign all participants to the same role is chosen, this screen will appear. Select an appropriate role for the new participants.

Participants

ouit0373( )

[Continue] [Back] [Cancel]

On the next page, you have the option to automatically send an email to the new participants to notify them of the site's availability. Select the appropriate radio button, and then click [Continue]

Add participant(s) to WebLearn Fundamentals

An email can be automatically sent to the added users notifying them of the site's availability.

○ Send Now - send an email now to users notifying them that the site is available

◉ Don't Send - do not send an email notifying new participants about the site's availability

[Continue] [Back] [Cancel]

On the final screen, confirm that the information for the participant(s) you're adding is correct, and then click [Continue]

Adding Participant Groups

Predefined categories of staff and students are available via the Oak Groups service, e.g., "Master of Biochemistry", "Oriel College", "Department of the History of Art", etc. These groups are derived from information drawn from various university databases and the student records system. They are dynamically generated and centrally maintained.

Click the **Add Participant Group** button underneath the `Site information Display` section.

Two panels appear:

Adding group to WebLearn Fundamentals...

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.

Select a group

Browse the tree of groups and click on a group.

- Course Groups
- Unit Groups

The left hand panel allows you to browse for existing groups.

Click the grey arrow to open a folder and browse.

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

The right hand panel allows you to then search for a particular group by existing name.

Type in part or the entire name of the group which you want to add to the site. A drop down list of possibilities should appear; pressing Enter on your keyboard will cause this list to be presented as a list on the page.

Adding group to WebLearn Fundamentals...

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.

- Course Groups
  - Ancient History & Classical Archaeology
    - DPhil Ancient History
    - DPhil Ancient History (Part-time)
    - MLitt Ancient History
    - MPhil Greek and/or Roman History
      - MPhil Greek and/or Roman History, Current students
      - MPhil Greek and/or Roman History, Graduands
      - MPhil Greek and/or Roman History, starting 2015/16, current stud
      - MPhil Greek and/or Roman History, starting 2016/17, current stud
      - MPhil Greek and/or Roman History, year 1, current students only
      - MPhil Greek and/or Roman History, year 2, current students only
    - MSt Greek and/or Roman History
  - Astrophysics
  - Atmospheric Oceanic and Planetary Physics
  - Atomic and Laser Physics

Select the required group from this list.

r 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

Select the desired group; scroll down to see the group members displayed in a list. Now select the role that members should be assigned; for students, this will almost always be `access`. (The role of individual users can be changed later in the usual way.)

The group should now be listed in the `Participant List` section of the page. More groups can be added in the same way. A participant may be a member of more than one group; their role will be taken from the group which has been given the highest rights; if a user is listed in one group with an `access` role and in another with the `contribute` role then they will be treated as a contributor.

Clicking on the button will delete the entire group from the site. Site participants who were added as a group can only be removed as a group, not as individuals. If the composition of the central group is not up to date (i.e. it contains some members who are no longer in the group), then use the `Active`/`Inactive` button alongside the participant's name to make them inactive. This is equivalent to removing them from the site – they will no longer have access to it.

Assigning Visit Rights

If you want large numbers of users to be able to access your site then we strongly recommend that you assign them visiting rights as opposed to making them all participants. To do this, click on the **Manage Access** link at the top of the main **Site Info** screen and select the most appropriate option/s from the **Additional Access** menu:

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

Selecting **Anyone** will effectively mean that the site will be displayed as the result of a Google search – it is still possible to have some material on the site available only to site participants by manipulating the permissions for a particular role for the tool in question.

Most tools have a link to a page where permissions can be fine tuned. Consider the **Resources** tool, the **permissions** page allows a maintainer to say exactly what each role is able to do in the tool on the current site. (The **Resources** tool allows permissions to be set on individual folders as well, for added flexibility.)

The example given below shows that non-logged in users (**Anyone**) are able to read material in Resources but cannot do anything else. (In the case of the **Resources** tool, it is not possible to give non-logged in users rights to create (**new**) or edit (**revise**), this would be a grave security risk. Dangerous permissions like this are not allowed to be assigned.) If, for example, it was considered desirable for non-logged in users to be able to access hidden folders then the checkbox in the **hidden** column could be ticked.

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	suspended
Create resources	☐	☐	☐	☐	☐	☑	☑	☐
Read resources	☑	☑	☑	☑	☑	☑	☑	☑
Edit any resource	☐	☐	☐	☐	☐	☐	☑	☐
Edit own resources	☐	☐	☐	☐	☐	☑	☑	☐
Delete any resource	☐	☐	☐	☐	☐	☐	☑	☐
Delete own resources	☐	☐	☐	☐	☐	☑	☑	☐
Access/create group resources	☐	☐	☐	☐	☐	☑	☑	☐
Read hidden resources	☐	☐	☐	☐	☐	☐	☑	☐

Save   Cancel

Note that all the users who were granted access on the **Manage Access** screen now have a column in the Permissions table, so that their permissions can be modified independently of each other.

Editing or removing participants

From within your WebLearn site, click `Site Info`. In the Participant List, you can change a participant's role using the drop-down list under `Role`. Participants can also be removed by placing a tick in the `Remove` column, this option is not available if the person has been added via a group – in this case the whole group must be removed (see above).

An **inactive** member remains a member but no longer has access to the site. For example, use this method to exclude a student who would otherwise have access to the site through an associated class list (`Participant Group`), and therefore cannot be removed individually.

Managing Internal Groups

Internal groups in WebLearn **are subsets of participants** for a given site. They are created by a site maintainer and are useful to organise study groups, project teams, and other subsets of the site's membership.

Groups will be recognised by the following tools:

Announcements: Post announcements for specific groups

Assignments: Post assignments for particular groups

Forums: Facilitate online discussions within particular groups

Lessons: Make certain learning materials available to particular groups
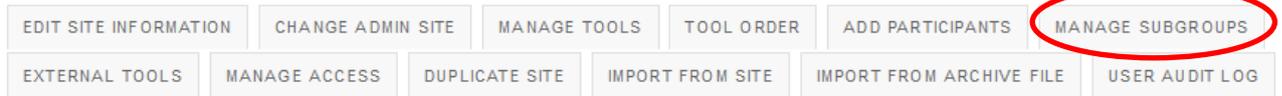
Messages: Send private messages to particular groups

Resources: Allow specific group access to files and folders

Calendar: Create calendar events for specific groups only

Tutorial Sign-up: Arrange tutorials

Site Info: Make certain events available to particular groups

To create and administer groups with the **Site Info** tool, click **Manage Subgroups**.

| EDIT SITE INFORMATION | CHANGE ADMIN SITE | MANAGE TOOLS | TOOL ORDER | ADD PARTICIPANTS | MANAGE SUBGROUPS |
| EXTERNAL TOOLS | MANAGE ACCESS | DUPLICATE SITE | IMPORT FROM SITE | IMPORT FROM ARCHIVE FILE | USER AUDIT LOG |

> You can also create sets of groups (e.g. 'Week 1') which are 'joinable' – students can select which group within a set they wish to join. See later in this guide.

| CREATE NEW GROUP | CREATE NEW JOINABLE GROUP | AUTO GROUPS | IMPORT FROM FILE |

Group List

Group Title	Joinable Group	Size	Members	☐ Select All/None
Group 1	---	1		☐
Tutorial Group A	---	2		☐

Remove Ticked   Cancel

Create New Group

Select members of the site member list and add to group. Select members of group list and remove. Click Add to save changes.

*Group Title   Tutorial Group A

> Enter a title for the group (e.g., **Tutorial Group A**).

Description

> A text description is optional.

☐ Allow members to see the other members of this group

Joinable group: --None-- ▼

Membership

Site Member List

Role: access
Role: contribute
Role: maintain
Role: suspended

>   <   >>

Group Member List

Add   Cancel

From the **site member list** window on the left, select one or more site participants to add to the group, and then click the **>** button. Repeat this step until you've added all the members you want to add to the Group Member List. To select more than one member at a time, hold down the CTRL key (in Windows) or the CMD key (in Mac OS X), and select the members you wish to add.

If you wish to remove a participant from the group, then select the participant in the right hand panel and click on the [<] to move them back to the full Site Membership List. The double arrows will move ALL participants either into or out of the group.

When you're finished, click **Add** to add the new group. **Note**: this button is for adding the new **group**, not the participants.

Note: It is not possible to create a new group based on existing group (i.e., duplicate an existing group) nor is it possible to create a group from a list of user names or email addresses.

Once groups have been established in a site, the `Manage Subgroups` screen will list the site's groups:

It's possible to create 'joinable' groups that site members can elect to join:

Create Joinable Group

Joinable groups consist of automatically created groups that users can elect to join. Each group in the list begins with the group name and ends with a unique number. An individual can only join one group.

* Group name:	Week 1 joinable group
* Number of groups:	8
* Max members per group:	3

☑ Allow user to see group membership before joining
☑ Allow members to see the other members of these groups after joining
☑ Allow members to unjoin (leave) groups in this set after joining

Add   Cancel

| CREATE NEW GROUP | CREATE NEW JOINABLE GROUP | AUTO GROUPS | IMPORT FROM FILE |

Group List

Group Title	Joinable Group	Size	Members	☐ Select All/None
Group 1	---	1		☐
Tutorial Group A	---			☐
Week 1 joinable group 1				☐
Week 1 joinable group 2	Wee...			☐
Week 1 joinable group 3	Week 1 joinable group	0 (3)		☐
Week 1 joinable group 4	Week 1 joinable group	0 (3)		☐
Week 1 joinable group 5	Week 1 joinable group	0 (3)		☐
Week 1 joinable group 6	Week 1 joinable group	0 (3)		☐
Week 1 joinable group 7	Week 1 joinable group	0 (3)		☐
Week 1 joinable group 8	Week 1 joinable group	0 (3)		☐

Example. This is a set of 8 joinable groups, Week 1 Group 1; Week 1 Group 2, each with a maximum of 3 members.

Controlling the visibility of a site

From within your WebLearn site, click `Site Info`, then `Manage Access`. Unpublished sites can be developed 'behind closed doors' – participants can be added but won't be able to visit the site until it is published.

| EDIT SITE INFORMATION | CHANGE ADMIN SITE | MANAGE TOOLS | TOOL ORDER | ADD PARTICIPANTS | MANAGE SUBGROUPS |
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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

An unpublished site is available only to participants with the `maintain` and contribute roles.

If your site has been made available to large groups of people then it would be prudent to allow it to be listed in WebLearn's directory of sites – this will allow it to be found by users via the **Find Sites** tool (available on the `Welcome` page).

A site can be included in this directory by selecting the appropriate option under the **Site Visibility** section of this page.

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.

◉ Display in Site Browser

○ Do not display in Site Browser

Joinable sites are generally not suitable for course sites. Making a site joinable means that any logged in user can become a member but perhaps more importantly any member is able to leave the site at any time.

Joinability

As well as adding members explicitly to your site you can allow users to register themselves onto it (join the site).

⦿ Limited to whom I add manually, or via participant groups

○ Can be joined by any WebLearn user with authorization to log in

Choose this option to make your site available to all logged-in users to join; select the appropriate role for all the users who may join your site. In most cases this will be the `access` *role.*

Duplicating a site

When you duplicate a WebLearn site, you create a copy of the site that is structured exactly like the original. In general, material created by site managers, for example, forums and topics, will be included but student material, for example, forum posts and assignment submissions will not be.

A single WebLearn site may be situated in more than one location by the use of the `Bring Site` hierarchy management tool, as an example, a site explaining Laboratory Rules may be useful in several areas within the Chemistry Department's WebLearn presence.

To reuse a site in more than one location (rather than make a copy), use the `Bring Site` facility found in the hierarchy management menu. Refer to the step-by-step guide entitled '**Hierarchy Manager**' for more information on this function.

To duplicate a site, from within the site, click `Site Info`, and then `Duplicate Site`:

EDIT SITE INFORMATION	CHANGE ADMIN SITE	MANAGE TOOLS	TOOL ORDER	ADD PARTICIPANTS	MANAGE SUBGROUPS
EXTERNAL TOOLS	MANAGE ACCESS	DUPLICATE SITE	IMPORT FROM SITE	IMPORT FROM ARCHIVE FILE	USER AUDIT LOG
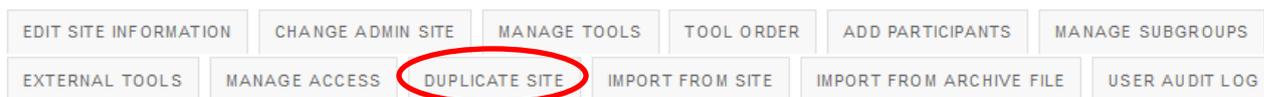
Duplicate site WebLearn Fundamentals

Duplicating a site will create a new site with content that owners/administrators created, but for privacy reasons will not copy items added to the site by general users.

* Site Title   Archive 2016

Enter a name for the duplicate site, and then click Duplicate.

[Duplicate] [Cancel]

If you don't have sufficient rights to create a site, you'll receive this message:

Alert: You are not allowed to create a new site.

In that case, contact your `Local WebLearn Coordinator` and request the `member` role in the controlling **Administration** site, or alternatively request that they create the duplicate site for you.

When you have successfully duplicated a site, a pop-up confirmation message will appear with a link to the duplicate site; if you close the pop-up message, you will remain in the source site.

If you have closed the pop-up confirmation message, you can access the newly duplicated site as follows: go to the WebLearn `Welcome` page (click on the WebLearn logo on the top left of
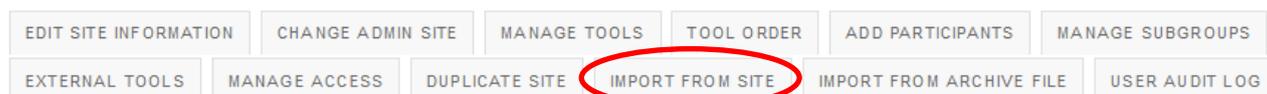
the screen). Click on `Find Sites (By Title)` – enter the title of your newly duplicated site (or part thereof) and when found, click on the site title to access it.

☞ Note that the duplicated site is NOT in the WebLearn hierarchy of sites. Use the `Bring Site` facility from your parent site to bring the new site underneath it in the hierarchy.

Importing material from another site

It is possible to import (copy) content from WebLearn sites in which you have a `maintain` or `contribute` role. You can combine material from more than one site into the current site.

From within your WebLearn site, click `Site Info`, then `Import from Site`:

EDIT SITE INFORMATION	CHANGE ADMIN SITE	MANAGE TOOLS	TOOL ORDER	ADD PARTICIPANTS	MANAGE SUBGROUPS
EXTERNAL TOOLS	MANAGE ACCESS	DUPLICATE SITE	IMPORT FROM SITE	IMPORT FROM ARCHIVE FILE	USER AUDIT LOG

You will be asked how you wish to merge incoming data and/or users with the data in the current site. Each of the options is explained on the screen:

Import Data

Please choose a method below to proceed:

I would like to replace my data
Any existing data will be overwritten, replaced by your imported data. This method allows you to import Markbook settings.

I would like to merge my data
Your imported data will be merged with existing data. This method does not import Markbook settings.

I would like to merge my user(s)
Your imported user(s) will merge with existing users. This method does not import Participant Groups.

You will see a list of other sites in which you have the `maintain` or `contribute` role:

Import Material from Other Sites

Import Material from Other Sites

You can choose to import material only from other sites that you own. You can combine material from more than one site.

☐ 1. Departmental Site Template
☐ 11-12 Practice of EBHC
☐ 2. Programme Site Template
☐ 3. Course Site Template
☐ 4. Tutor Site Template
☑ Academic IT Services
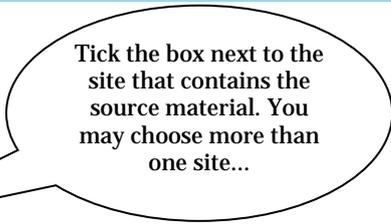
Tick the box next to the site that contains the source material. You may choose more than one site...
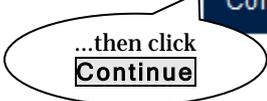
Continue   Cancel

...then click
Continue

> Content imported from the Resources tool will be visible by default, meaning it will be accessible to site participants like 'guest' and 'student' roles, although a site administrator can modify this setting.

Re-use Material from Other Sites

Re-use material from other sites you own...

Choose the material you want to re-use from these sites. You can combine material from more than one site (for example, Resources from several sites).

	Academic IT Services
Announcements	☐
Polls	☐
Resources	☐
Web Content	☐
(OUCS/ACIT Wiki, Documents)	

Now tick the box next to each tool that contains your material to be imported. If a box is greyed out, it means the corresponding tool is not available in that site. (The tool must first be turned on in both the original and destination sites).

...then click `Finish`.

Finish   Back   Cancel

Change Admin Site

Nearly every site in WebLearn is managed by an administration site; typically each department and college will have such a site. Administration Sites allow their members to create, manage and delete WebLearn sites, for example, all sites used by the Chemistry Department will be managed by the Chemistry Administration Site.

If a site is being transferred from, say, a college to a department then it may well be necessary to use the `Change Admin Site` link to change the administration site. Another use is to place old 'unmanaged' sites under the management of an Administration site.

EDIT SITE INFORMATION	CHANGE ADMIN SITE	MANAGE TOOLS	TOOL ORDER	ADD PARTICIPANTS	MANAGE SUBGROUPS
EXTERNAL TOOLS	MANAGE ACCESS	DUPLICATE SITE	IMPORT FROM SITE	IMPORT FROM ARCHIVE FILE	USER AUDIT LOG

In order to use this link you must be a site maintainer and you must be a participant in at least one Administration Site, the drop down list show below will only include sites that you are a member of.

Change Admin Site for WebLearn Fundamentals

Currently the administration site is: WebLearn Course Admin

New Administration Site   WebLearn Course Admin ▼

Anonymous Essay Submission Exam Admin
Cross-College Activities Admin
IT Services Admin
ITLP Admin Site
Miscellaneous Admin
Said Business School Admin

Update   Cancel

It is worth reading the step-by-step entitled **Administration Sites** to get an overview of how Administration Sites are used to control administration of a department's WebLearn presence.

Deleting and Restoring Sites

A user 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 400 days**. During the 400-day period the user can `Restore` the site, but thereafter the `Restore` function is disabled.

> **Warning:** Before deleting a site, it should be removed (detached) from its place in the hierarchy, otherwise 'Missing Site' will be displayed in its place.

The recommended way of deleting a site is to use the `Hierarchy Manager` (see separate guide) to `Remove Site` from the hierarchy. This allows you to remove the site from the hierarchy of sites **and** delete the site at the same time (thus performing two steps simultaneously).

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: