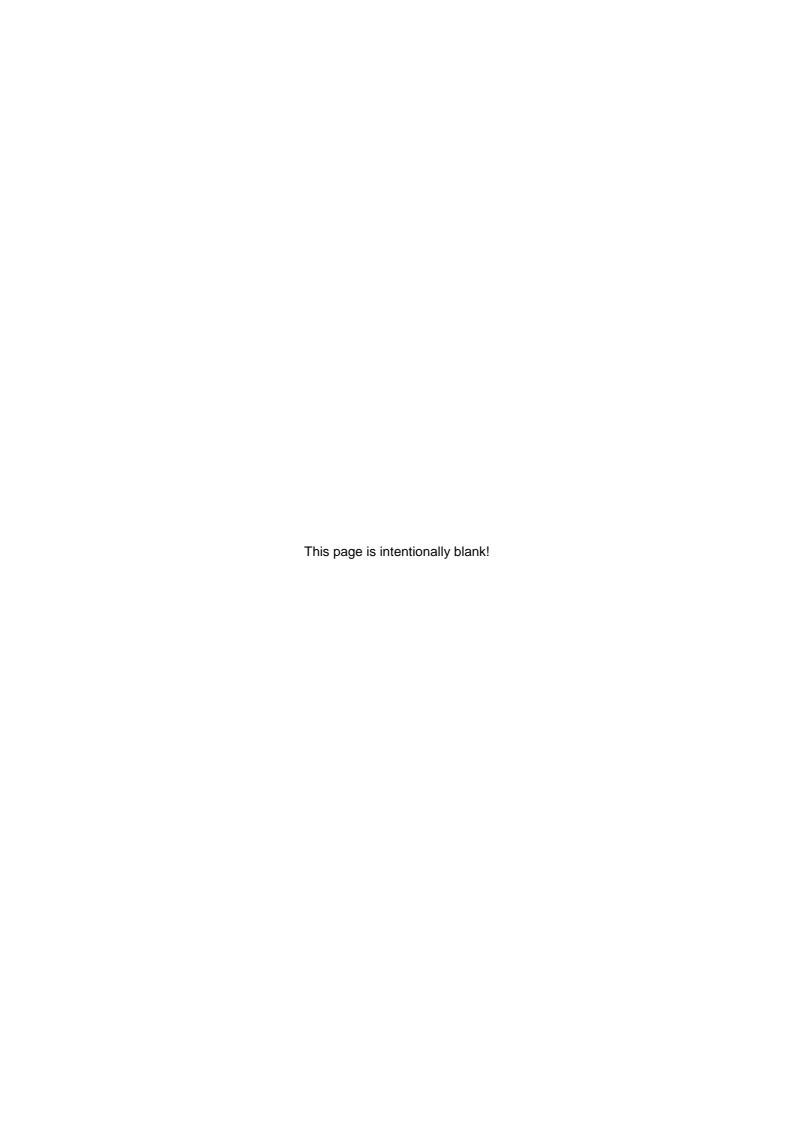# Request for a WebLearn Administration Site

An Administrative Unit (Department, Faculty, School, College or Club / Society) that requires a presence within WebLearn, needs formally to request a 'WebLearn Administration Site' and nominate at least one member of staff to oversee the Unit's WebLearn presence. Such people act as a contact between the Unit and the WebLearn team and are known as **'Local WebLearn Coordinators'**. We recommend that two or three people are nominated for this role, ideally including both IT Support Staff and teaching staff. The nomination(s) should be supported by the Head of Unit or his/her designated nominee.

The Local WebLearn Coordinator(s) should be the first point of contact for the Unit's WebLearn users and will also act as local administrator(s). They can allocate rights to other members of the Unit for creating and managing WebLearn sites and we recommend that Units develop a clear policy regarding who can do what within their WebLearn presence. In addition, Local WebLearn Coordinators will be expected to monitor important announcements made by the WebLearn team and relay them back to their users as appropriate.

This form should be completed for each request for a Unit WebLearn site, and should be returned, duly signed, to: *WebLearn Administration Site Requests, IT Services, 13 Banbury Road, Oxford, OX2 6NN or by fax to (2)73275.*

The Service Level Description for the WebLearn service can be found at http://www.it.ox.ac.uk/weblearn/.

Name of Unit (please print): …………………………………………………………….………….. (max. 30 letters)

Division or equivalent (please tick):

□ *ASUC*   □ *Colleges*   □ *Cont. Ed.*   □ *Humanities*   □ *MPLS*
□ *Med. Sci.*   □ *Social Sci.*   □ *UAS*   □ *Other (state):*

I will act as Local WebLearn Coordinator within my Unit, I have read the attached guidelines and understand that I may allocate administration rights to areas under my control to others.

Signed:……………………………….……… Position: …………………………………………… Date: ....…

Email address (please print): ..……………………………………………………………………………….……….

Additional Local WebLearn Coordinators (optional)

Name:…………………………………………………..……… Position: ……………………………….………

Email address (please print): ..……………………………………………………………………………….……….

Name:…………………………………………………..……… Position: ……………………………….………

Email address (please print): ..……………………………………………………………………………….……….

Name:…………………………………………………..……… Position: ……………………………….………

Email address (please print): ..……………………………………………………………………………….……….

(For completion by the Head of Unit or designated nominee)
I agree that the above person(s) should be the Local WebLearn Coordinator(s) for my College / Department / School / Faculty / etc.

Signed:……………………………….Position: ………………….….............. Date: ....…

Name (please print): ……………………………………………………………..........

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Guidelines: Administering a Unit's WebLearn Presence

The WebLearn team is happy to be contacted via weblearn@it.ox.ac.uk for advice on any issues related to these guidelines.

Useful References

- The WebLearn Service Level Description can be found at http://www.it.ox.ac.uk/weblearn/.
- The request a site form is located at: http://weblearn.ox.ac.uk/access/content/public/request-admin-site/
- There are three documents that are essential reading for Local WebLearn Coordinators: 'WebLearn site management: creating Sites', 'WebLearn site management: the Site Info tool' and 'Administration Sites'. These are located within: https://weblearn.ox.ac.uk/info.

Local WebLearn Coordinators, Administrators and Contacts

A Unit's WebLearn presence is managed through a so-called 'Administration Site'. Users who are participants of this site will be able to manage and create regular sites for their Unit and grant similar privileges to other users. Within Administration Sites a user can have one of four roles: the '**coordinator**' and '**admin**' roles which enables them to act as maintainers for all sites (including creating sub-sites) controlled by the Administration Site; the '**member**' role which allows the user to create sub-sites underneath all regular sites where they have the '**maintain**' role; and the '**audit**' role which allows the user to read materials within all sites (including creating sub-sites) controlled by the Administration Site.

The only difference between the '**coordinator**' and '**admin**' roles is that the former appear on a public list of contacts: https://weblearn.ox.ac.uk/x/rDVByp.

(Regular sites have three roles: '**maintain**' for site managers, '**contribute**' for content creators, and '**access**' for site visitors.)

- Units should have more than one, ideally three, Local WebLearn Coordinators (in case of absence). These coordinators should be added to the Administration Site with the '**coordinator**' role.
- Units are responsible for updating the list of Administration Site participants and should ensure that a replacement is identified (and added to the site) should a local WebLearn Coordinator relinquish the position.
- Under certain circumstances (for example, in a large Unit split over two or more locations), it may be desirable to allocate more that one Administration Site to a Unit. In this case please contact the WebLearn team.
- A Unit should have a policy regarding who should have the '**member**' role (with an Administration Site) and who should have the '**maintain**' role in (regular) sites (users with the '**maintain**' role who are *not* members of an Administration Site are able to modify most aspects of the site through the Site Info tool, but they cannot create new sites).
- Every site has a Site Info tool which reflects the contact details of the site creator. It is good practice to list more than one contact name (in case of absence) – these could be the course tutors, the Local WebLearn Coordinators or other relevant people. At present, the contact details sections currently has space for only one email address so we recommend that a group-accessible email address is used here rather than anyone's personal email address. A simple way to achieve this is to add the Email Archive tool to the Administration Site and use that address as the contact email.

A Unit's WebLearn presence

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

External user accounts

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

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

Uploading / Creating Content

College / University regulations on the use of the Internet apply to WebLearn with respect to publishing material[1]. Authors must make proper use of access control where material is essential for some students to study, but may be offensive to others (for example, some medical images or case studies may fall into this category).

Local WebLearn Coordinators should ensure that Administration Site participants and users with the '**maintain**' role are aware that they should **never** under any circumstances allow 'non logged-in users' to create or edit material due to the risk of cross site scripting attacks. This includes uploading resources, posting to discussion forums and authoring wiki pages. Doing this would open the door for potentially serious breaches of security. In short, be extremely careful what the 'non logged in users' role is allowed to do.

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

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

- If the University is the copyright holder
- If you are the copyright holder
- If the material is CLA[2] licensed for digitising (from material owned by the University)
- With permission and payment under another scheme
- With specific written permission of the rights holder(s)
- With explicit permission of the rights holder(s) (copyright waived) (this would include Creative Commons[3] etc.)
- If the material is out of copyright.

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

Users who are able to create content should be made aware of the University's Accessibility requirements: http://www.ox.ac.uk/web/rules/accessibility.html

WebLearn is not suitable for hosting large datasets or for archiving teaching and learning (or personal) material - there are other University services which are more suited to this kind of activity. IT Services can supply advice here via help@it.ox.ac.uk

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[1] See: http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml
[2] Copyright Licensing Agency. See: http://www.cla.co.uk/
[3] See: http://creativecommons.org/