Best Practices for Site Creation/Worksite Setup Tool

Overview

Faculty can create their own courses in iLearn. The self-service creation method removes any lag time you experienced waiting for your course to be created. In addition, this process removes the need for a roster association; when you create your site, your roster is automatically added. This document provides detailed instructions for accessing the Worksite Setup tool and using it to create your iLearn course sites.

New Features:

- "Add New Site" button is added to the top bar and the little person icon for quick access.
- Unpublished sites can be published with a single click. See description on the next page.

Steps for creating new course sites

Step 1. Access the Site Creation/Worksite Setup tool

Log in to iLearn, you have three ways to get the "Add New Site" button.

- 1. Click the top bar area "More Sites", you will see the "Add New Site" button.
- 2. On the top right corner next to the "Logout" button, click the little person icon, you will see the "Add New Site" button.
- 3. You can also go to My Workspace. Under "My Settings" in the navigation bar on the left side of your screen, click "Worksite Setup".





Step 2. Begin the site creation process

The first screen of the Worksite Setup tool displays all of your existing courses. To create a new course, click the "New Site" button at the top of the screen.

💈 My Wo	rkspace:	Worksite Setup
New Site	Edit Site	Delete Site
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Step 3: Select your template and term

Choose the "course- template.course" template and the term in which you will teach this course. At this time, the "template-Course" template is the only template available and ensures that your course has the appropriate tools and setup. If you do not see your term listed, the site creation process is not yet available for this term.



Step 4: Select your course and roster

On the next screen choose a course from your list of available courses. By selecting a course, you are creating and **automatically populating the course with its roster**. Once you choose a course click "Create Site" to complete this process.

Course I	Information			
Course S	election - Fall 2013	_		
Please se repeat this	lect a course you woul s process for each cou	d like to create. Yo rse. Please see ad	ou can only create one course site at a time. For creat ditional information if your course is <u>dual listed</u> .	ation of multiple course sites, you must
BU: _	_ 14_13F (BUS_	_ 4_13F)	Use Official Description	
BUS	14_13F (BUS	6L_13F) (Class	Note: You will only be able to create one
BU:	11_13F (BUS	····1_13F)	Use Official Description	course at a time.
O BUS	11_13F (BUS	17711 11_13F) (Class 📃	
Your site v	will be created but left	unpublished. To m	nake it available go to "Site Editor > Manage Access"	" in the new site.
Create S	ite Back Cance	el Continue with	n no roster	

Step 5: Publish your course

Your course will be created with the roster automatically populated. However, students will not have access to the course materials until you publish your course. To publish your course, simply click the **"Publish Now**" button in the top left corner of your course above

the "Home" button.

Reminder: To change your course status, click Site Editor >> Manage Access. From this screen, choose the option to publish your site or Leave as Draft (Unpublished).

	Home
Change Access for ATE 101L 001 13U	
Site Status	
Publishing your site makes it available to the site participants. Once access the materials in the site. You can always return through the S	the site is published, all participants or e Site Editor in your course site and publish
Publish site	
$\ensuremath{\mathbb{O}}$ Leave as Draft - accessible only to site maintainers	
Site Visibility	
Display in public site list	
Global Access	

Unpublished Site

(Publish Now)