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- Unpublished sites can be published with a single click.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.

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.

**NOTE:** Please make sure you choose the correct semester before clicking on “Continue”.

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).