

CUSTOMIZING COURSE WEBSITES

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Course Site Window

The image below displays the home page of the Professor Course Site as it appears to a user with Full Control (a member of the Site owner group). The web page is composed of Web Parts, which can be customized and changed as necessary by user with the right permissions.

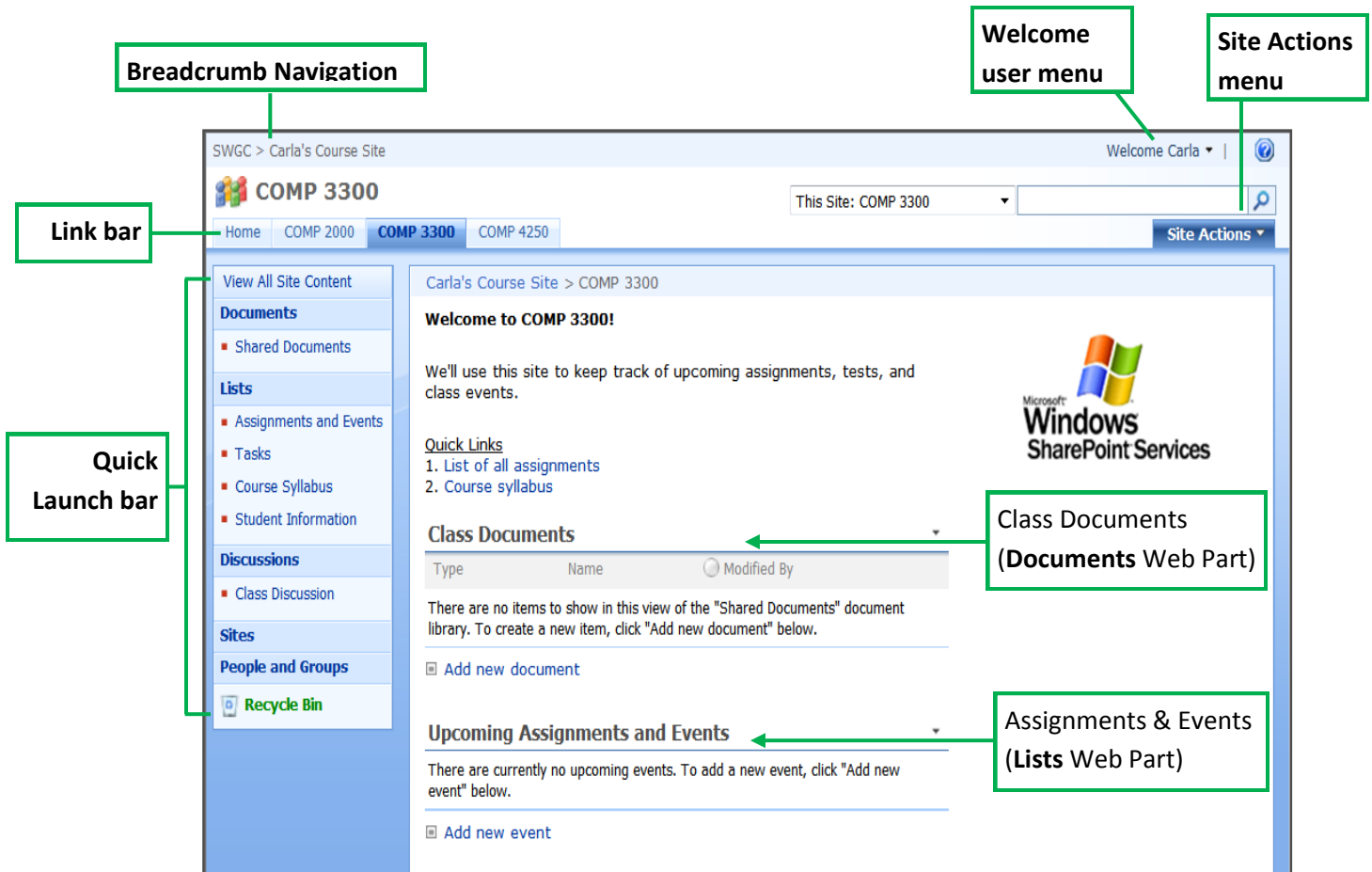


Fig. 1 – Fundamental parts of a SharePoint page.

Link Bar – This includes the tabs that appear along the top of the site. Sub-sites of the current site usually appear as tabs on the link bar.

Quick Launch Bar – Navigate to items on the current site, such as class documents, assignments and events, and class discussion.

Breadcrumb Navigation – displays links to where you have been, and where the current page fits in the hierarchy of sites and items in the site.

Customize the Introductory Page

1. Click on **Site Actions | Edit Page**
2. In the section you want to edit, click on **Edit | Modify Shared Web Part** (Fig.2).

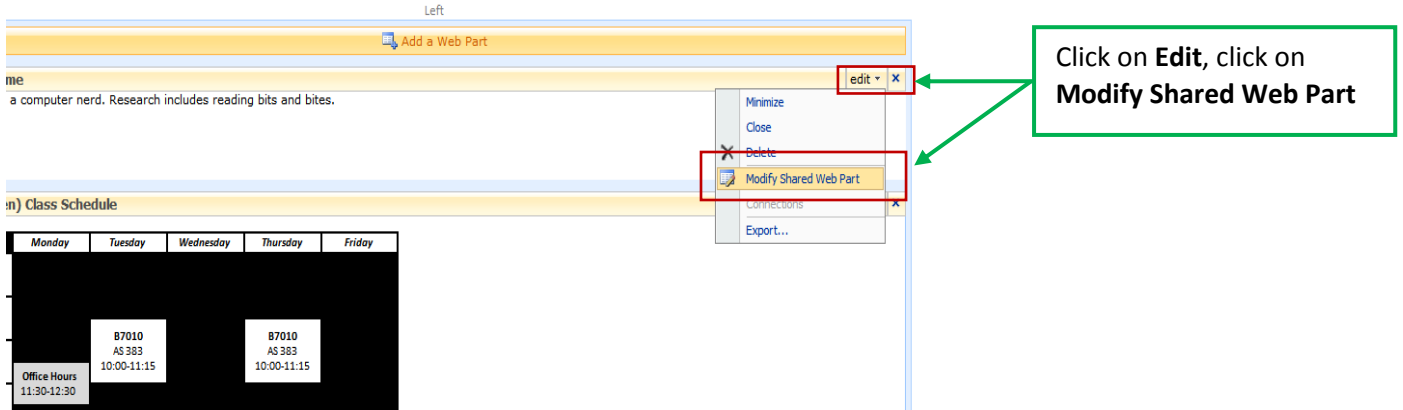


Fig. 2 – Customizing the Introductory Page.

3. There will be a **Content Editor Toolbox** open on the right-hand side of your screen. To edit the text/images, click on **Rich Text Editor**.
4. When finished making changes to the section, click on **OK**.
5. Click **OK** on the Content Editor Toolbox.
6. If finished editing the page, click on **Exit Edit Mode**.

Adding a Course Sub-Site

1. Click on **Site Actions | Create**.
2. Click on **Sites and Workspaces** within the **Web Pages** section.
3. Type the **title** (e.g. COMP 2010, Math 1090, etc.).
4. Type in a **description** (optional).
5. Type in a **URL name** (e.g. 1090). Keep this short as this will be part of the URL students will be given to access your site.
6. In the **Select a template** section, click on **Custom** and select **Course Site**.
7. Leave the default on **Use same permissions as parent site** (for now – you can change this later).
8. Click **YES** for the remaining three options:
 - Display this site on the Quick Launch of the parent site?
 - Display this site on the top link bare of the parent site?
 - Use the top link bar from the parent site?
9. Click **Create**.

Title:

Description:

URL name:
 https://my.swgc.ca/carla/

Select a template:
 Collaboration Meetings Enterprise Publishing **Custom**

- Gabriela Sabau (Economics) Template
- Committee and Program Template
- Marilyn White (Nursing)
- New Course Template (without Discussion)
- New Course Template (with Discussion)
- Course Site**
- Department Sites
- John's ideal site
- Team Work Site
- Computing Meetings
- CKS_UGE1.0_RC1
- Course Site Main Page
- Department Website 05-14-2010

User Permissions:
 Use same permissions as parent site
 Use unique permissions

Display this site on the Quick Launch of the parent site?
 Yes No
 Display this site on the top link bar of the parent site?
 Yes No
 Use the top link bar from the parent site?
 Yes No

The **title** you choose will appear on the Top Link Bar and the Quick Launch menu.

Remember to choose a short **URL name** – the number of your course is an option.

Select the **Custom** tab and choose **Course Site** for the template.

Keep the default **permissions** for now – it can be changed later.

Select **YES** for the last three options regarding links.

The last step to add a sub-site: click **Create**.

Fig. 3 – Adding a Course Sub-Site

Deleting a Course Sub-Site

1. Go to the site you want to delete – make sure you are NOT on the Home tab!!!
2. Click on **Site Actions | Site Settings**.
3. Under Site Administration click on Delete this site.
4. Make sure the correct site is listed under the **Warning** heading – if it is click **Delete**.
5. Click **OK** on the warning message.
6. You will be taken to a page called **Delete Web Your Web site has been deleted**.
7. To go back to your Course Site, in the address bar erase everything after your username and press **Enter**.

Adding users to your Course Sub-Site

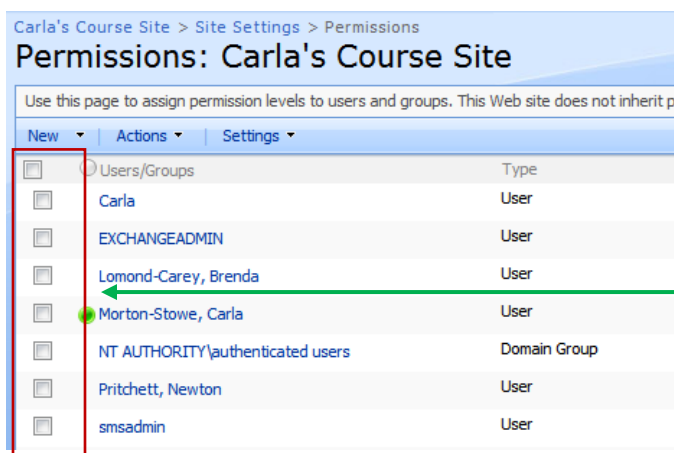
*By default, all users with a SWGC computer account (NT-AUTHORITY\authenticated users) will have access to your site, to change this go to the section titled **Removing users from your Course Sub-Site**.*

1. Click on **Site Actions | Site Settings**.
2. Click on **Advanced Permissions** under the **Users and Permissions** section.

* If there are no check-boxes next to the user names (Fig. 4) then do steps a-b. Otherwise, go on to step 3.

- a. Click on **Actions | Edit Permissions**
- b. Click on **OK** when the **Message from webpage** appears.

3. Click on **New | Add Users**
4. Click on the **address book icon** (Fig. 5) to select users.
5. Type the **last name** of the user. When the correct person is found, **double-click** their name so that it is inserted in the **Add box** at the bottom of the window.
6. Once everyone has been added, click on **OK**.
7. Select **Give users permissions directly**.
8. For Course Sites, we usually grant **Student User – Level 1 – Add, View, Open Items**.
9. You can type an email so that your students will have a link to your site. If you don't want to send an email, remove the checkmark in the **Send email box**.
10. Click **OK**.



If you cannot see check-boxes next to the user names when you view Permissions: click on **Actions, Edit Permissions**, and click **OK** on the message.

Fig. 4 – Check-boxes must be visible to edit permissions

The screenshot shows the 'Add Users' dialog box in SharePoint. It is divided into three main sections:

- Users/Groups:** A search box with an address book icon on the right, highlighted by a red box and a green callout: "Click on the **address book icon** to add users."
- Give Permission:** Two radio buttons are present: "Add users to a SharePoint group" (selected) and "Give users permission directly". Under "Give users permission directly", several permission levels are listed with checkboxes. The "Student User - Level 1 - Add, View, Opens Items" checkbox is checked and highlighted with a red box. A green callout points to it: "Student User – Level 1 is the most common permission level used for Course Sites."
- Send welcome e-mail to the new users:** A checked checkbox, a subject line "Welcome to the SharePoint site: Carla's Course Site", and a text area for a personal message.

At the bottom, there are "OK" and "Cancel" buttons. The "OK" button is highlighted with a red box, and a green callout points to it: "Remember to click **OK**, if not, the user(s) you selected will not be added."

Fig. 5 – Adding Users

Removing users from your Course Sub-Site

1. Click on **Site Actions | Site Settings**.
2. Click on **Advanced Permissions** under the **Users and Permissions** section.

* If there are no check-boxes next to the user names (Fig. 4) then do steps a-b. Otherwise, go on to step 3.

- a. Click on **Actions | Edit Permissions**
- b. Click on **OK** when the **Message from webpage** appears.

3. Put a **checkmark** in the **box** next to the name you want to remove.
4. Select **Actions | Remove User Permissions**.
5. Click **OK** in the Message box (double-check to make sure it's the correct account!).

Adding Documents to your Site

1. Click on the **site** you want to update.
2. Click on **Add new document** under the Class Documents Section.
3. Click on **Browse**.
4. Select the **File** you want to upload.
5. Click on **Open**.
6. Click on **OK**.
7. You can make changes to the name of the file or to the title of the document if needed – otherwise click **OK**.
8. The document will appear in the Class Documents list.