Tutorial for Instructors

Site Info tool

- Add participants
- Make site accessible to students
Site Info tool

- Manage the participants and tools
  - Add students, teaching assistants and instructors as participants
  - Make your site publicly available

It contains many of the course management features.

Information about the site will be displayed.
Site Info tool

• Manage the participants and tools
  • Add students, teaching assistants and instructors as participants
  • Make your site publicly available

※ By linking with the student affairs system, information of course registration will be automatically displayed.

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID</th>
<th>Role</th>
<th>Status</th>
<th>Remove?</th>
</tr>
</thead>
<tbody>
<tr>
<td>山里 敏也先生のテストサイト</td>
<td>**********</td>
<td>Instructor</td>
<td>Active</td>
<td>☐</td>
</tr>
<tr>
<td>山里 敏也先生の、テスト学生（nb3923269-0628）</td>
<td>nb3923269-0628</td>
<td>Student</td>
<td>Active</td>
<td>☐</td>
</tr>
<tr>
<td>HUANG R. （**********）</td>
<td>**********</td>
<td>Instructor</td>
<td>Active</td>
<td>☐</td>
</tr>
</tbody>
</table>

The participant list will also be displayed.
Site Info tool: add participants

- Manage the participants and tools
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Click Add Participants from Site Info tabs.

[Image of Site Info page with highlighted Add Participants button]
Site Info tool: add participants

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Enter each participant you want to add. E.g., if you want to add Meidai ID “ab0123456” and “cd9876543”, you may type as follows:
  - ab0123456
  - cd9876543

Click the Continue button.
Site Info tool: add participants

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Note: Please assign the "Student" role to the students. If you make a mistake in assigning roles, it may cause problems such as leakage of the learning contents of other students. Please be careful.

Choose a Role for Participants

<table>
<thead>
<tr>
<th>Roles</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor</td>
<td>Can read, revise, delete and add both content and participants to a site.</td>
</tr>
<tr>
<td>Student</td>
<td>Can read content, and add content to a site where appropriate.</td>
</tr>
<tr>
<td>Teaching Assistant</td>
<td>Can read, add, and revise most content in their sections.</td>
</tr>
</tbody>
</table>

Select the role.

Participants

- abc0123456 (test student)

Click the Continue button.
Site Info tool: add participants

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Add participant(s) to 山里 敬也先生のテストサイト

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

Choose to send notification email or not and click the Continue button.
Site Info tool: add participants

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If the information is correct, click the Finish button.
Site Info tool: add participants

- Manage the participants and tools
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Confirm the participant list you added on the top page.

You can edit role and status of each participant, or remove the user.

Click the Update Participants button to save your changes.
Please be very careful.
Site Info tool: Make your site publicly available

- Manage the participants and tools
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Click Manage Access from Site Info tabs.
Site Info tool: Make your site publicly available

- Manage the participants and tools
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Change Access for 山里 敬也先生のテストサイト

**Site Status**

Publishing your site makes it available to the site participants.

- Publish site - accessible to all site participants
- Leave as Draft - accessible only to site maintainers

**Site Visibility**

Display in Site Browser

**Global Access**

Global access settings allow you to decide who has access to your site once it is published.

In addition to the participants you’ve added, you can open your site so that anyone with a valid login can join it.

- Limit to official course members or to those I add manually (recommended)
- Allow any NUCT user to join the site

Settings about the site will be displayed.
Site Info tool: Make your site publicly available

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Global Access

Global access settings allow you to decide who can access your site.
In addition to the participants you've added, you can set global access levels:

- Limit to official course members or to those I add manually (recommended)
- Allow any NUCT user to join the site

Important: People who join your site can access the materials on your site. Sites with sensitive materials should not be made joinable.

* Role for people that join site: [Student]

Please set the role as **Student**.

Click **Update** to save your change.

P.S.: It allows any NUCT users to access your site.

By setting global access, it enables participants to register for the course.

You can update this as many times as you want. It is also possible to set global access for a limited time period.