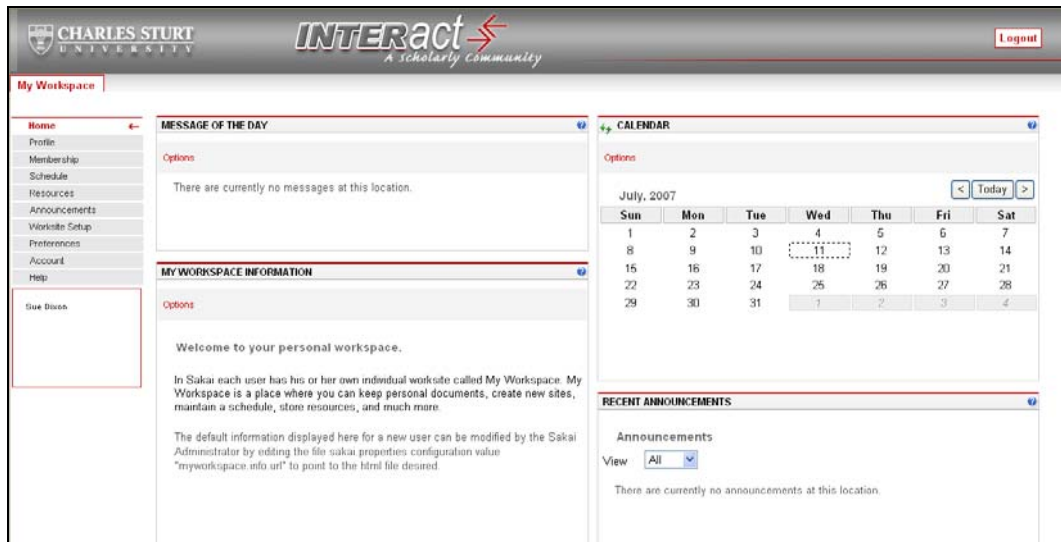
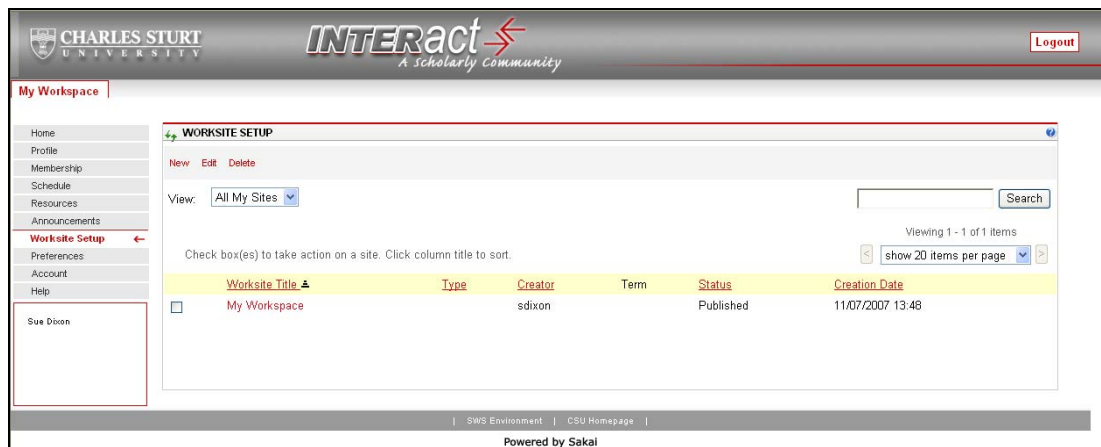


# How to Create a Project Site

You need to set up your site before you can start to work within it. When you first start to use Interact and log in the following screen will appear:



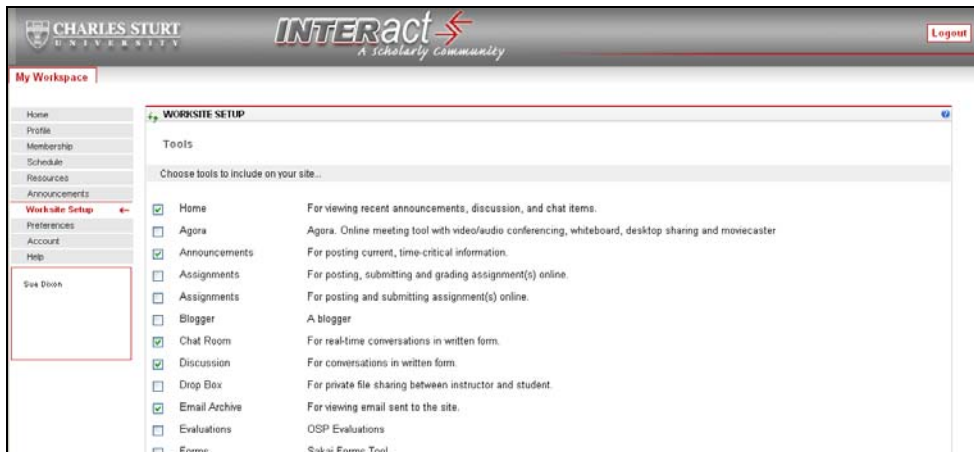
1. To set up your site you need to choose the 'Worksite setup' option from the options on the left hand side of the day window. When you choose this option you will see the following screen:



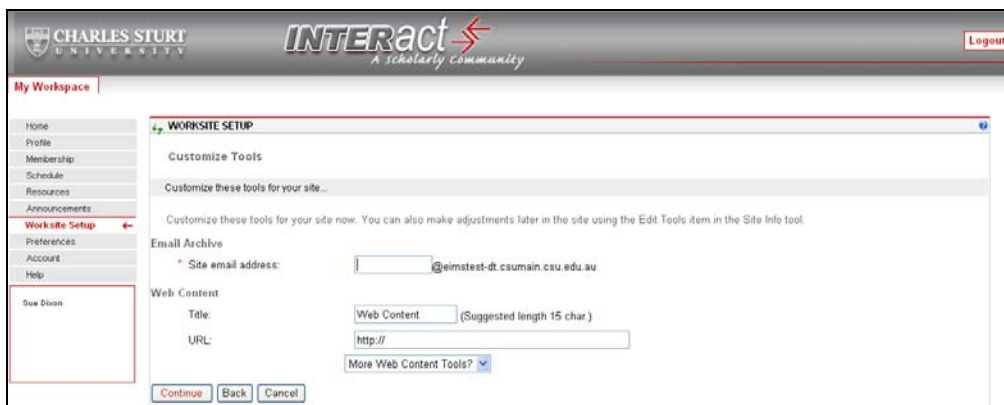
2. From this screen select 'New' and you will be taken to the screen from where you will be able to create a new site. It looks like this:



- From this screen click on the radio button to select 'Project Website' then click on 'Continue'. On the next screen enter any information you need to identify and set up your site. The next screen will give you a list of options and allow you to choose which tools you would like to have access to on your site. The list of tools is shown below:



- Choose the tools you require and then click on the 'continue' tab and you will see the following:



- Enter your email and web details on the next screen and click on 'continue'
- Choose if you want to make your site 'Private' or 'Display'. Then choose 'continue' again

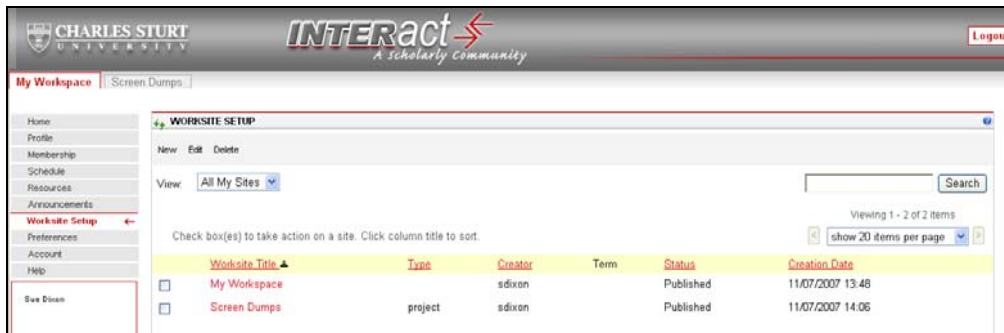


7. Click on 'Create site' and the screen will show a message as it sets up your site for you.

Processing.....

The following screen will show your new site listed as a tab next to your 'My Workspace' tab at the top of the screen to the left under the CSU logo.

You will also see it listed in the main section of the screen under 'Worksite Title'.



8. By selecting the title of the site it will open and you will be able to begin work within it. You will also see that your options on the left hand side have changed to reflect the tools you chose earlier at Step 3. The Active site's title at the top left of the screen will be showing in red.