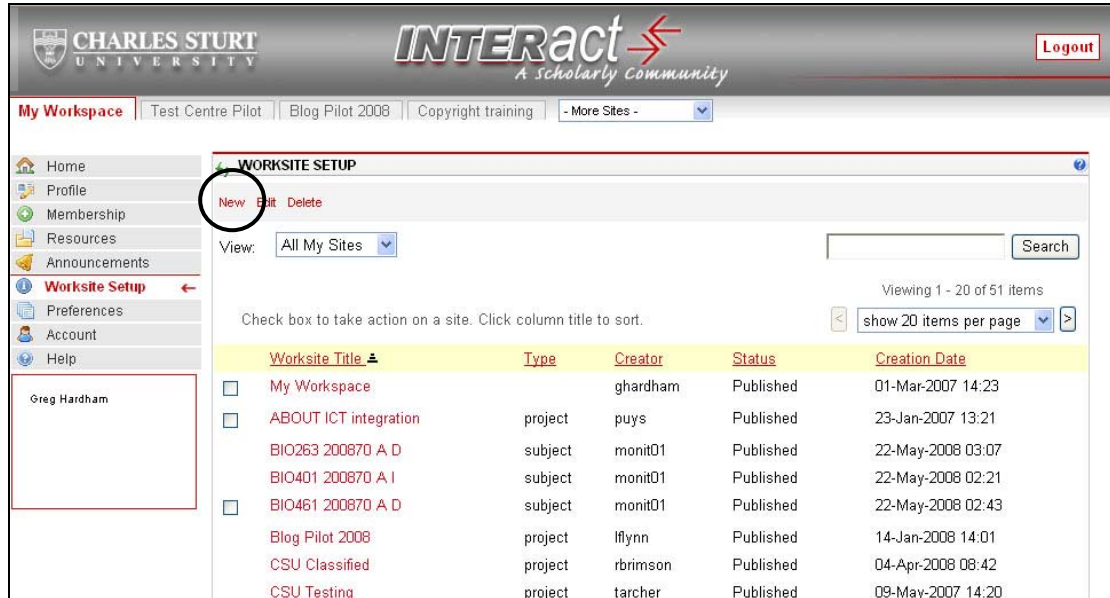


Creating a project site in CSU Interact

New project sites are created via **My Workspace**.

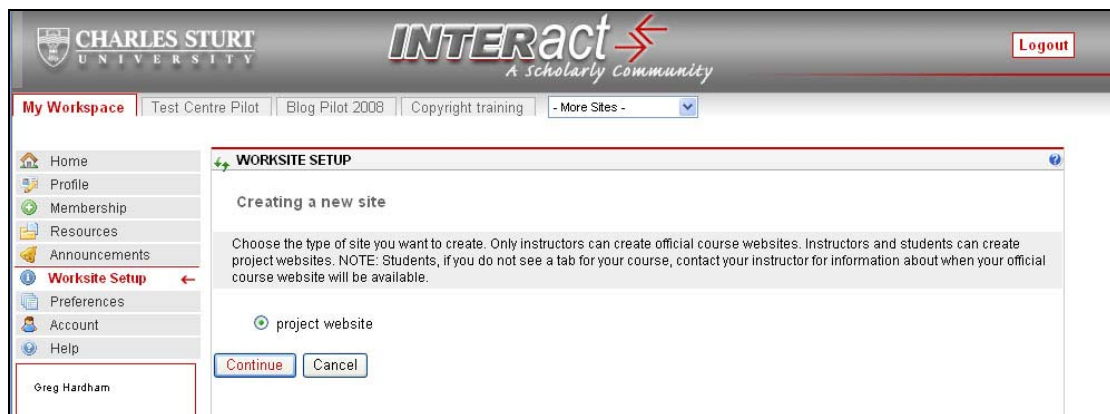
1. Log into *CSU Interact*.
2. In **My Workspace**, go to **Worksite Setup** & click **New**.



The screenshot shows the 'WORKSITE SETUP' page in the CSU Interact system. The 'New' button in the top left of the main content area is circled in red. Below the navigation menu, there is a table of existing workspaces. The table has columns for 'Worksite Title', 'Type', 'Creator', 'Status', and 'Creation Date'. The 'New' button is highlighted with a red circle.

Worksite Title	Type	Creator	Status	Creation Date
<input type="checkbox"/> My Workspace		ghardham	Published	01-Mar-2007 14:23
<input type="checkbox"/> ABOUT ICT integration	project	puids	Published	23-Jan-2007 13:21
<input type="checkbox"/> BIO263 200870 A D	subject	monit01	Published	22-May-2008 03:07
<input type="checkbox"/> BIO401 200870 A I	subject	monit01	Published	22-May-2008 02:21
<input type="checkbox"/> BIO461 200870 A D	subject	monit01	Published	22-May-2008 02:43
<input type="checkbox"/> Blog Pilot 2008	project	lflynn	Published	14-Jan-2008 14:01
<input type="checkbox"/> CSU Classified	project	rbrimson	Published	04-Apr-2008 08:42
<input type="checkbox"/> CSU Testing	project	tarcher	Published	09-May-2007 14:20

3. Click **project website** (the only option, as subject sites are created by DIT), then **Continue**.



The screenshot shows the 'Creating a new site' dialog box in the CSU Interact system. The dialog box contains a message: 'Choose the type of site you want to create. Only instructors can create official course websites. Instructors and students can create project websites. NOTE: Students, if you do not see a tab for your course, contact your instructor for information about when your official course website will be available.' Below the message, there is a radio button selected for 'project website'. The 'Continue' button is highlighted with a blue border.

- Give the site a **Title**. Descriptions are optional, but are displayed as indicated. If the site is to be a joinable one, then some text in the **Short Description** box will be useful to inform potential members of the site's purpose. Information entered in the **Description** box can be edited from within the site once it has been created. Click **Continue**.

The screenshot shows the 'WORKSITE SETUP' page in the INTERact system. The page is titled 'Project Information' and asks the user to 'Enter basic information about the project site...'. The user, Greg Hardham, has filled in the following information:

- Site Title:** (Empty text box)
- Description:** (Empty text area)
- Short Description:** (Empty text box)
- Icon URL:** (Empty text box)
- Site Contact Name:** Greg Hardham
- Site Contact Email:** ghardham@csu.edu.au

Buttons for 'Continue', 'Back', and 'Cancel' are visible at the bottom of the form.

- Now choose the tools to be made available to the site. These can be added to or removed later from within the site (see the **Site Info Help** for more information). Click **Continue**.

The screenshot shows the 'WORKSITE SETUP' page in the INTERact system, specifically the 'Tools' section. The user is asked to 'Choose tools to include on your site...'. The following tools are listed with checkboxes:

- Home: For viewing recent announcements, discussion, and chat items.
- Announcements: For posting current, time-critical information.
- Calendar: For posting and viewing deadlines, events, etc.
- Chat Room: For real-time conversations in written form.
- Group Email: For viewing email sent to the site.
- Modules: Modules - Melete Lesson Builder for creating and organizing learning sequences.
- News: For viewing content from online sources.
- Polls: For anonymous polls or voting.
- Resources: For posting documents, URLs to other websites, etc.
- Site Info: For showing worksite information and site participants.
- Site Stats: For showing site statistics by user, event, or resource.
- Web Content: For accessing an external website within the site.
- Wiki: For collaborative editing of pages and content.

Below the tools list, there is a section for 'Re-use Material from Other Sites You Own' with two radio buttons: 'No, thanks.' (selected) and 'Yes, from these sites:'. A dropdown menu is open, showing the following options:

- ABOUT ICT integration
- BIO461 2008/0 A D
- Copyright framing
- ED PD project site
- ED group work 3

A note at the bottom states: 'Note: To select more than item, hold down the CTRL key (Windows) or the Apple key (Mac) and click your selections.' Buttons for 'Continue', 'Back', and 'Cancel' are visible at the bottom of the form.

6. The site needs to be published to be made available to others. Set the access to the site here.

Private: only visible to those whom the site owner has added as members.

To be joinable by others, select both "Display my site in the directory..." and "Can be joined by anyone with authorisation to log in". Select a role from the dropdown menu for those who will be joining the site in this way.

Click **Continue**.

The screenshot shows the 'WORKSITE SETUP' page in the INTERact interface. The page title is 'Set Site Access'. Below the title, there is a section for 'Site Status' with a checked checkbox for 'Publish site'. The 'Global Access' section asks if the user wants others to have access, with radio buttons for 'Private' and 'Display my site in the directory, and share files I select' (which is selected). There is also an unchecked checkbox for 'Can be joined by anyone with authorization to log in'. Below this is a dropdown menu for 'Role for people that join site' with the text 'Please select a role:'. At the bottom, there are three buttons: 'Continue', 'Back', and 'Cancel'.

7. Confirm the site settings. Click **Create Site** if they are correct, or else either **Back** to make changes or **Cancel** to stop the site creation process.

The screenshot shows the 'WORKSITE SETUP' page in the INTERact interface, now at the 'Confirm Your Site Setup' stage. The page title is 'Confirm Your Site Setup'. Below the title, there is a section for 'Confirm your site setup selections...'. The main content area displays the following information: Site Title: My Site ABC; Description: (empty); Short Description: (empty); Tools: Home, Resources, Site Info, Wiki; Available To: Site participants only; Included on public sites list: Yes; Icon URL: (empty); Site Contact Name: Greg Hardham; Site Contact Email: ghardham@csu.edu.au. At the bottom, there are three buttons: 'Create Site', 'Back', and 'Cancel'.