



## Site Info

The Site Info tool provides information about the worksite that you own or have 'maintain' rights for. If you have a role that allows it, you can use this tool to make changes to information about the site, tools available in the site, and access to the site. You can also publish the site using the Site Info tool.

When you select the 'Site Info' tool in your *CSU Interact* site you will see the following screen:

**SITE INFO**

[Edit Site Information](#) [Edit Tools](#) [Manage Groups](#) [Manage Access](#) [Add Participants](#) [Duplicate Site](#) [Import from Site](#) [Import from File](#) [Page Order](#)

**Training Team**

Site Description: To work on Office 2007 resources and discuss and add tips and tricks for the Roll Out in July

Site Contact and email: Mary Williams/Sue Dixon/Richard Brimson, [trainingteam@interact.csu.edu.au](mailto:trainingteam@interact.csu.edu.au)

Available to: Site can be joined by anyone with authorization to login

Included on public sites list: Yes

Creation Date: May 29, 2007 2:34 pm

Icon URL:

[Training Team Participant List \(# 3\)](#)

The top section of this screen gives you the option to make changes to your site. The areas of interest on this bar are:

- **Edit site Information** – You can edit the Title of the site, the description, Contact name and Email address
- **Edit Tools** – you can choose to add or remove tools on your site by placing a tick in the box next to their listing
- **Manage Groups** – you can sort your site participants into groups. This is where you make and edit the groups. You start the process by selecting the 'New' icon on the top of the 'Manage Groups' window
- **Manage Access** – an area to change the permissions for those who are authorised to access your site
- **Add participants** – you can add new participants to your site, allocate their permission level and email them to inform them that they have been added to your site
- **Duplicate Site** – you can make a copy of your site to use as a basis for another site
- **Import from Site** – you can import material from another site of which you are a 'project owner'. The sites available for you to import from will be listed here
- **Import from File** – Uploads a file into Resources
- **Page Order** – changes the order of how the tools appear on the toolbar of your site

These options can be access by selecting the link from the top of the screen.