

Description: Sites for a new or existing course can be created in TRACS. Course sites hold teaching tools, as well as course documents. Project sites are for collaborative projects, including research.

Before you begin... You must have a Texas State Net ID (username) and password. This is the same ID and password you use to log into Bobcat Mail; e.g.: az90.

If you do not have a Net ID and/or password, please contact ITAC at 512 245-4822.

TRACS is web-based, so you use a web browser to access it. If you need information on preferred browsers and other computer basics, see the TRACS "Getting Started Guide."

Key Concepts:

Create a Course Site

Create a Course Site by Requesting a Roster

Create a Course Site:

Step 1: Go to the TRACS site at <http://tracs.txstate.edu/portal/login> and login by entering your Texas State Net ID (username) and password.

Step 2: Click on the [Login] button and a new screen will appear. This screen is your Workspace.

If your login fails and you need help with your Net ID or password, please contact the ITAC Help Desk at 245.4822.

Step 3: In the new screen, click on [Worksite Setup] in the left-hand toolbar.

Step 4: Click [New] towards the top of the screen.

NOTE: In TRACS, there are two types of sites you can create-- a course site and a project site.

A course site is the official work site for an academic course. Course sites are linked to the university registrar's database to automatically populate its roster.

Only instructors can create course sites. Creating project sites is covered in a document titled "Creating a Project Site."

Step 5: On the new screen, click the appropriate round radio button for **course website**.

Step 6: Use the drop-down list to select the Academic term or semester in which the course will be taught. Click [Continue].

Step 7: You will see a screen that displays a list of your courses. Select the course for which you want to create a site. If a

course will be taught to multiple sections, select all relevant sections.

Step 8: Click [\[Continue\]](#) to proceed to the next screen where you will enter information about the class.

NOTE: You can click the [\[Back\]](#) button at the bottom of every screen to return to a previous screen or [\[Cancel\]](#) to exit the course creation process.

Step 9: Enter basic information about the site. The “Site Title” should appear.

Enter an optional “Description” of the course. You may also add an optional “Short Description” of the course.

Your name and email address should appear in the “Site Contact Name” and “Site Contact Email” fields.

Click [\[Continue\]](#) to proceed to the next screen.

Step 10: Choose tools to include on your site. A description is provided for each tool.

Click a checkbox to select a tool.

Click again to deselect the tool.

Click [\[Continue\]](#) when you are finished selecting/deselecting tools.

NOTE: If you have not selected any of the following tools – Mailing List Archive, News, and Web content - you can skip to Step 13. If you have selected any of these tools, you will need to customize them. Please refer to the individual tool’s documents for more information.

Step 11: Click [\[Continue\]](#) to proceed to the next screen.

Step 12: Set access options for your site. The “Publish Site” checkbox is selected by default. Uncheck it to make the site unavailable to students.

Step 13: Click [\[Continue\]](#).

Step 14: Confirm your site setup selections. Remember, you can use the [\[Back\]](#) button to step backwards and make changes.

Click [\[Create Site\]](#) to create your site or [\[Cancel\]](#) to exit. You will be returned to the worksite setup page and will see a new tab with the name of the newly created course site or in the dropdown menu of courses found to the right of your site tabs. Click the tab (or site name from the dropdown menu) to go to the site, where you can begin adding content.

Create a Course Site by Requesting a Roster:

If you are creating your course and you do not see the roster you need, you may request it. Once a TRACS administrator has

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obtained approval from your department to add the roster, students will be enrolled into the site.

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- Step 2:** Click on the **[Login]** button and a new screen will appear. This screen is your Workspace.
- Step 3:** In the new screen, click on **[Worksite Setup]** in the left-hand toolbar.
- Step 4:** Click **[New]** towards the top of the screen.
- Step 5:** On the new screen, click the appropriate round radio button for **course website**.
- Step 6:** Use the drop-down list to select the Academic term or semester in which the course will be taught. Click **[Continue]**.
- Step 7:** Select the hyperlink titled **[Still cannot find your course/section?]**. Provide the appropriate subject, course, and section information for the roster you are requesting. An example roster would be (subject) Eng (course) 1100 (section) 251. An authorizer's username must be provided. This is the person a TRACS administrator will contact to verify that you should have access to the roster. If you would like to provide any special instructions to send to a TRACS administrator, type them in the special instructions box. A TRACS system administrator will add your roster pending departmental approval.
- Step 8:** Click **[Continue]** to proceed to the next screen where you will enter information about the class.

NOTE: You can click the **[Back] button at the bottom of every screen to return to a previous screen or **[Cancel]** to exit the course creation process.**

- Step 9:** Enter basic information about the site. The "Site Title" should appear.
- Enter an optional "Description" of the course. You may also add an optional "Short Description" of the course.
- Your name and email address should appear in the "Site Contact Name" and "Site Contact Email" fields.
- Click **[Continue]** to proceed to the next screen.
- Step 10:** Choose tools to include on your site. A description is provided for each tool.
- Click a checkbox to select a tool.
- Click again to deselect the tool.
- Click **[Continue]** when you are finished selecting/deselecting tools.

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For questions, contact ETC Support at 245.5566. You can also email us at tracs@txstate.edu.

For the TRACS website home page, go to: <http://tracs.txstate.edu/portal/login>

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