Site Info

Version 2.5.3.5 6/1/09

Description: The site info tool provides information about the site you are in. It is selected by default when you create a site. As the instructor or maintainer of the site, you can use site info to make changes to information about the site, add and remove tools, and import course materials, among other things.

Key Concepts:

Using Site Info
Edit Site Information
Change Participant Roles
Edit Tools
Manage Groups
Manage Access
Add Participants
Edit Class Roster(s)
Import from Site
Import Materials from File
Page Order
View/Hide Inactive Site Participants
Change Participant Status

Using Site Info:

Step 1: In the site menu bar, click [Site Info].

This screen shows general information about your site, a student roster, as well as buttons (links) to other screens that allow you to make revisions to the site.

Edit Site Information:

Step 1: Click on [Edit Site Information]

Step 2: Edit the information you would like to change

- **Site Title:** This will allow you to change and edit the title of your site.
- **Description:** This is the description of your site and will be displayed on the course homepage.
- **Short description (Optional):** This will be displayed on a public list of sites. The max number of characters this description is allowed to have is 80.
- **Appearance:** This tool allows you to change the skin of the program (if available).

- **Site contact name:** This is the name of the person who owns the site and who should be contacted if problems arise.
- **Site contact e-mail:** This is the email address for the site contact.

Step 3: After you have edited the information you would like to change, click [Continue].

Step 4: Click [Finish] to confirm your edits.

Change Participant Roles:

Step 1: In the site menu bar, click [Site Info].

Step 2: Scroll down the "Participant List," which displays the number of participants in the site, a list of their names, and their assigned role and status. A checkbox is also provided to remove a site participant.

Step 3: To change a participant's role, select the appropriate role from the drop-down menu under "Role." To change a participant's **status**, use the drop-down menu under "Status." (Making a site participant Inactive makes the course inaccessible to that individual). To **remove** a participant, check the checkbox next to the participant's name under the "Remove" column.

Step 4: Click [Update Participants] for the changes to take effect.

Edit Tools:

Edit tools allows you to add or remove tools in your worksite.

Step 1: In the site menu bar, click [Site Info].

Step 2: Click [Edit Tools].

Step 3: Check the boxes next to the tools you would like to add. Uncheck a box to remove a tool.

Step 4: Click [Continue].

Step 5: Click [Finish] to confirm your edits.

Manage Groups:

Manage groups allows you to set up or reconfigure groups within your site.

Step 1: In the site menu bar, click [Site Info].

Step 2: Click [Manage Groups].

Step 3: Click [Add].

Step 4: In the "Title" field, enter a title for your group, e.g., "Project team." Enter a description for the group.

Step 5: From the window on the left, select a site member to add to the "Group Member List." Then, click [Add to group>].

Repeat until you have added all the members you would like into the group.

To remove a member, select the individual's name in the "Group Member List" and click [<Remove].

Step 6: When you are finished, click [Update].

NOTE: to create another group, click [Add], and repeat the above steps.

Manage Access:

Manage access allows you to change the access status of your site. This feature allows you to publish the site (make the site visible to your students) and is used to grant global access.

Step 1: In the site menu bar, click [Site Info].

Step 2: Click [Manage Access].

Step 3: Click [Publish site] if you would like to make your site available to your students.

NOTE: To allow your site to be joined by anyone logging into TRACS, check the Can be joined by anyone with authorization to log in checkbox. If you choose this option select a role for those that join your site from the dropdown menu.

Step 4: Click [Update] to update your changes.

Add Participants:

The "Add participants" function allows you to add members to your site.

Step 1: In the site menu bar, click [Site Info].

Step 2: Click on [Add Participants].

Step 3: Enter the Texas State usernames of the people you would like to add to your site. You can add more than one person at a time by putting each username on a separate line.

NOTE: If you do not know a participants username, you can look it up in CatsWeb through the Faculty/Staff and Student Directory.

For participants without Texas State usernames, under "Non-Official Participants," enter their external email addresses, one per line.

Step 4: Click [Continue].

Step 5: Choose the role(s) for the participant(s) you are adding. If you're assigning different roles to participants, use the drop-down list next to each name to select the appropriate role.

If you're assigning the same role to all the participants you're adding, use the radio buttons to select the appropriate role.

Step 6: Click [Continue].

Step 7: An email can automatically be sent to the user informing them of the addition(s) to a site. Select the appropriate radio button and click [Continue].

Step 8: Verify that the participant's names are correct and click [Finish].

Edit Class Rosters:

NOTE: This is not the same as the Roster tool, which allows you to view the names, photos, and profiles of site participants and will not work in project sites.

The Edit class roster tool allows you to remove and add rosters to your course site.

Step 1: In the site menu bar, click [Site Info].

Step 2: Click [Edit Class Rosters].

Step 3: If you would like to add a roster to your course site, click [Add Roster(s)]. Select the academic term for the roster you need.

Step 4: Click [Continue].

Step 5: If you would like to remove a roster, select the [Remove] check box next to the roster you would like to remove

Step 6: Click [Update] to finalize your changes.

Import from Site:

TRACS allows for the importation of course material from course sites you already own.

Step 1: In the site menu bar, click [Site Info].

Step 2: Click [Import from Site].

Step 3: Click the check box next to the site you would like to import materials from.

Step 4: Click [Continue].

Step 5: Select the items you would like to import by checking the check box next to the material you would like to add.

Step 6: Click [Finish]. The items you checked (e.g. announcements) will be imported into your current site within the appropriate tool—i.e., announcements.

Import Materials from File:

TRACS allows users to import classes they have created in Blackboard format.

Step 1: In the site menu bar, click [Site Info].

Step 2: Click [Import from File].

Step 3: Click [Browse] and browse to where you have saved the file you would like to import. Click [Open] to load the file or [Cancel] to exit.

NOTE: The file you would like to import must be in Blackboard format and zipped. You will only be able to import Blackboard course archives using this tool.

Step 4: Click [Import] to continue or [Cancel] to finish to exit.

Step 5: Select the areas you would like to import into TRACS by selecting them in the "copy these existing materials" box and clicking [Move] so they move into the "…into my current site" box.

Step 6: Click [Copy materials] to finish the process or [Cancel] to go to the previous screen. Please be patient as this process can take a few minutes depending on how large the originating site was.

Page Order:

The Page Order tool allows you to reorder your site tools as well as rename, remove, add, and show/hide tools in your site.

Reordering Site Tools:

Step 1: In the site menu bar, click [Site Info].

Step 2: Click [Page Order].

Step 3: Click on the tool name you would like to move and drag and drop it in the order you would like.

Step 4: Click [Save] once you have the desired tool order or [Cancel] to leave the page and not save any changes. You will need to refresh your browser to view the changes.

Renaming Site Tools:

Step 1: In the site menu bar, click [Site Info].

Step 2: Click [Page Order].

Step 3: Click [edit the following page], which looks like a piece of paper and pencil. Change the tool's name and click the green checkmark to accept your changes.

Step 4: Click [Save]. You will need to refresh your browser to view the changes.

Show / Hide Site Tools:

Step 1: In the site menu bar, click [Site Info].

Step 2: Click [Page Order].

Step 3: Click [hide this tool from normal users], which looks like a light bulb. If the light bulb Is yellow, then site participants can see the tool. If the light bulb is grey then the tool will be hidden from site participants.

Step 4: Click [Save].

Add Tools to Your Site:

Step 1: In the site menu bar, click [Site Info].

Step 2: Click [Page Order].

Step 3: Click [Add pages to your site].

Step 4: Place a checkmark in the box next to the tool you would like to add.

Step 5: Click [Add Selected Tools].

Step 6: Drag the tool to the location and drop it in the order you would like the tools to appear.

Step 7: Click [Save].

Remove Tools From Your Site:

Step 1: In the site menu bar, click [Site Info].

Step 2: Click [Page Order].

Step 3: Click the red [X] on the tool you would like to remove. Click [OK] when you are prompted If you are sure you would like to remove the tool

Step 4: Click [Save]. You will need to refresh your browser to view the changes.

View/Hide Inactive Site Participants:

Step 1: In the site menu bar, click [Site Info].

Step 2: Click [Show] to view Inactive participants.

Step 3: Click [Hide] to hide inactive participants.

Change Participant Status:

Step 1: In the site menu bar, click [Site Info].

Step 2: Click the [Status] drop down menu, and select “Active” or “Inactive” as the new status.

NOTE: Once a user’s status has been changed to Inactive, they will no longer have access to the site.

Step 3: Click [Update Participants]. Inactive participants will disappear from the participant list, and newly Active participants will reappear and remain in the participant list.

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

If your login fails and you need help with your Net ID or password, contact ITAC at 245.4822