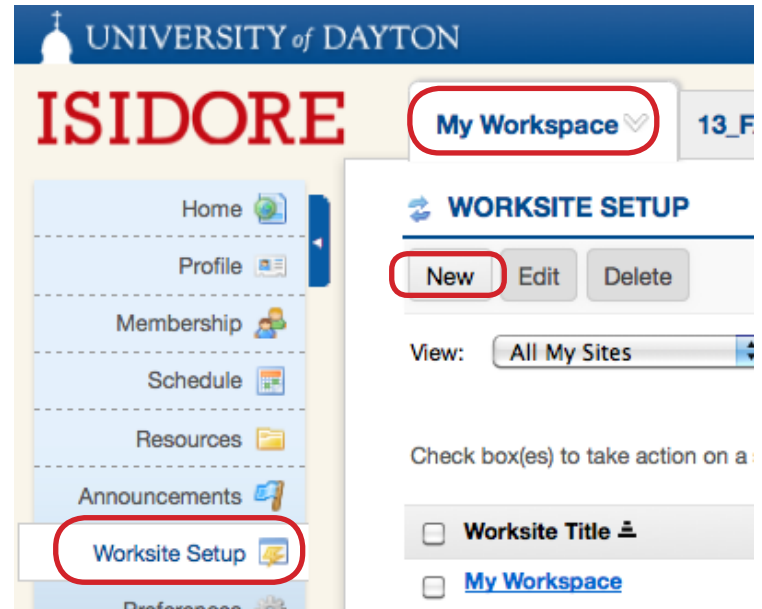


CREATING YOUR ISIDORE SITE

This document will show you how to create your Isidore sites. Use the following steps to create each site you wish to use in the Isidore system.

1. Navigate to <http://isidore.udayton.edu> and login with your UD username and password.
2. Once you've logged in, click on the "Worksite Setup" button found in the menu bar of the "My Workspace" tab as shown in the image below.
3. On the next page, click on the "New" button at the top of the page.
4. Select the academic term that your course will be taught, and click the "Continue" button.



WORKSITE SETUP

Site Type

Choose the term for the site you want to create. New terms show up in Isidore seven weeks before the first day of class. Only instructors can create official course 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. Students should never create their own sites. They will be added to the site, if the instructor of the course is using Isidore, 1-2 business days after they've been officially registered.

Note: The course creation process only allows instructors to create one site at a time. In the next step, only select multiple rosters if you want to merge those sections together into one site. You will need to repeat the course creation process for each site you wish to create.

* Academic term:

Fall 2013

Continue

Cancel

5. Next, check the box next to the course you wish to create in Isidore. (See image on next page.) If you wish to merge multiple course sections into one Isidore site you will need to check the boxes next to all of the sections you're interested in.

6. As shown to the right, click the "Continue" button once you've checked the appropriate box(es).

The list of courses you see listed on this page is reflective of the University of Dayton catalog. You must be listed as the instructor of record for a course to show up in this view for you. However, if you know you are the instructor of a section that is not shown, or will be soon, please click the "Add course(s) and/or section(s) not listed above..." button at the bottom of the page.

7. On the next page you are able to do two things:
- a. You can change the "Site Contact Name" and "Site Contact Email" address if you'd like.
 - b. You can choose to duplicate an existing site to populate the course site you're creating. This feature copies every element of a course from the past forward into the new site—including specific tool names and the overall course layout.

Duplicate a Site You Own

No, thanks.

Yes, from this site:

- NSO 2010 - Family 62
- NSO 2010 - Family 63
- QM_EDT_634**
- QM_EDT_634_new
- QM_HSS_113
- QM_Standards_Template

Once you selected the appropriate options you should click the "Continue" button.

If you decided to duplicate a site you can skip to step 11 below.

8. If you decided not to duplicate your site you can check the boxes next to the tools you wish to use in your new site. (You will be able to add/remove these tools at a later time). Note: The tools highlighted in blue are suggested for use in most courses. (Those tools are automatically selected. However, if you chose not to utilize them, you may uncheck the box to the left of the appropriate tool)

WORKSITE SETUP

Course/Section Information

Course/Section(s) Selection - Fall 2013

Each time you work through the course creation process you are creating (course sections) please check multiple boxes below. However, if you are teaching you'll only want to check the box for one roster below. You can create. If you do not see a course you're teaching listed below please note. You will be able to use a more manual process to request and build

(EDT_631) Pln/Asg Tch Enhd Lrn (13/FA*EDT*631)

- 13_FA_EDT_631_01 (13/FA*EDT*631*01) (A site including t
- 13_FA_EDT_631_C1 (13/FA*EDT*631*C1) (A site including t
- 13_FA_EDT_631_G1 (13/FA*EDT*631*G1) (A site including t





(EDT_634) Bcm Eff Bldg Tech Ld (13/FA*EDT*634)

- 13_FA_EDT_634_G1 (13/FA*EDT*634*G1) (A site including t

[Add course\(s\) and/or section\(s\) not listed above...](#)

Isidore 'Core' Course Tools

Choose officially supported tools to include in your site.

<input checked="" type="checkbox"/>		Home	View recent announcements, messages, and forums activity and course schedules
<input type="checkbox"/>		Announcements	View and post current, time-critical information
<input type="checkbox"/>		Assignments (Assignment Dropbox)	View, distribute, and receive assignments online
<input type="checkbox"/>		Blogs	Blog entries for site participants.

9. At the bottom of the Course Site Tools page, you will be able to import content from a previously created site if you have one in Isidore. This option gives you the ability to bring in specific tools and content as opposed to duplicating the entire site.

10. Click the "Continue" button once you've made your selections.

11. On the next page you'll be asked whether or not you wish to "Publish" your site. As it says on the screen, publishing your site during this step makes it immediately available to any site participants.

The E-Learning Lab will automatically publish your site two days before the beginning of the semester so professors are encouraged to leave their site unpublished during the site creation process unless their students need to have access before the term begins.

Re-use Material from Other Sites You Own

No, thanks.

Yes, from these sites:

12SP_ELearning_Fellows
12_FA_EDT_631_01/G1
12_S1_SFL_310_Z1
13SP_Elearning_Fellows
13_FA_EDT_631_01/G1/C1

Note: To select more than one item, hold down the CTRL key (Windows) or the Apple key (Mac) and click your selections.

Continue

Back

Cancel

Course Site Access

Set access options for your site...

Site Status

Publishing your site makes it immediately available to any site participants. At the University of Dayton, course sites will automatically be published at 8 AM on the first day of the term. You can also manually publish your site later by going to Site Info -> Manage Access. You can change these settings later by going to Site Info.

- Publish site
- Leave as Draft - accessible only to site maintainers

Continue

Back

Cancel

12. Click on the "Continue" button.

13. The final page in the creation process will provide you with a summary of the site you're creating. Click the "Create Site" button at the bottom of the page to finish the process.

14. Congratulations! Your new site has been created. You will notice a new course tab at the top of the window for your course. Your course roster is added automatically and can be viewed under the "Site Info" tool inside the course.

If you have any problems or questions during the course creation process, please feel free to contact the E-Learning Lab at 229-5039 or elarning@udayton.edu.