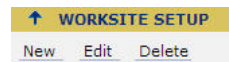## Creating a Course SmartSite (for instructors of record)

A Quick-Start Guide
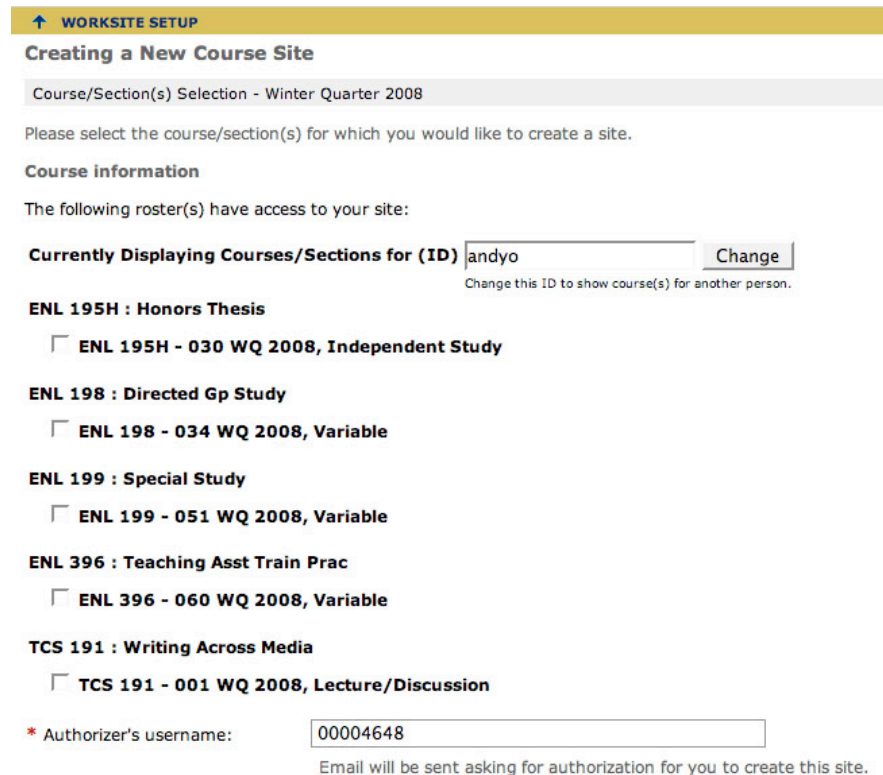
Did you know you now may create your own SmartSites for courses? It's a simple process.

> *Important note*: These are the instructions for setting up a **course site if you are listed as its instructor in the Registrar's system (Banner)**. If you are *not* the instructor of record, visit <u>Creating Sites by non IOR's</u>. If you'd like to set up a **project site**, visit <u>Creating Project Sites</u>.

1. Go to <u>http://smartsite.ucdavis.edu</u> and click the "Login" button in the upper right corner.

2. When prompted, enter your Kerberos username and password. If you have forgotten your Kerberos username or password, call IT Express at 754-HELP.

3. In the menu at left, click on "Worksite Setup."

4. Click "New" at the top of the frame:

↑ **WORKSITE SETUP**

New   Edit   Delete

5. Select the button next to "course website" and use the drop-down menu to select the correct academic term. Your courses should appear. If one or more of your courses do not appear, it means you are not yet listed as the instructor of record in the Registrar's system (Banner.) If you are not yet listed as the instructor of record, follow the instructions at <u>Creating Sites by non IOR's</u>.

6. Select the course and/or sections for which you would like to create a site. (You can only create one site at a time, so select only those courses and sections that you'd like to consolidate into a single site.)

↑ **WORKSITE SETUP**

Creating a New Course Site

Course/Section(s) Selection - Winter Quarter 2008

Please select the course/section(s) for which you would like to create a site.

Course information

The following roster(s) have access to your site:

Currently Displaying Courses/Sections for (ID) | andyo | Change
Change this ID to show course(s) for another person.

ENL 195H : Honors Thesis

☐ ENL 195H - 030 WQ 2008, Independent Study

ENL 198 : Directed Gp Study

☐ ENL 198 - 034 WQ 2008, Variable

ENL 199 : Special Study

☐ ENL 199 - 051 WQ 2008, Variable

ENL 396 : Teaching Asst Train Prac

☐ ENL 396 - 060 WQ 2008, Variable
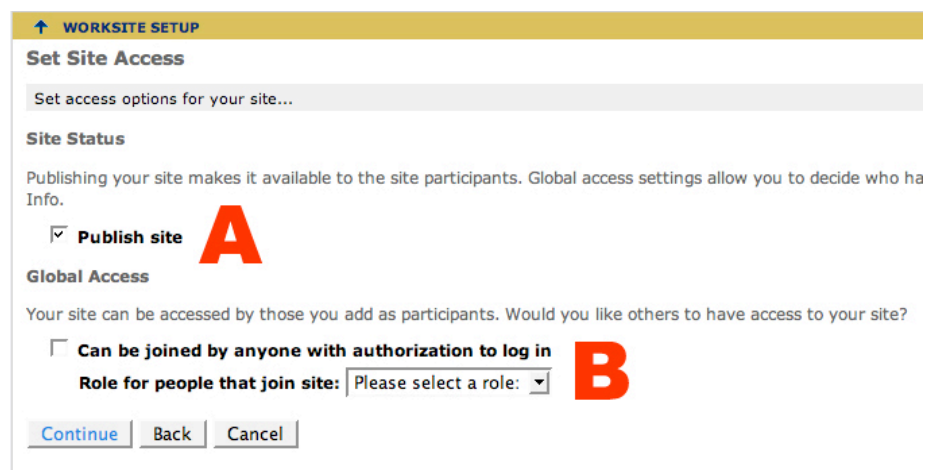
TCS 191 : Writing Across Media

☐ TCS 191 - 001 WQ 2008, Lecture/Discussion

* Authorizer's username: | 00004648
Email will be sent asking for authorization for you to create this site.

7. SmartSite will autofill the "Authorizer's username" field with a number. Leave it there.

8. Click "Continue."

9. Select the tools you would like displayed on the site by checking the boxes next to their names. If you're not certain which tools you'd like to use, you can accept the default tools for now and edit them later.

Note: At the bottom of this page, if you already own a SmartSite, you'll be given the opportunity to copy material from that site to the new one.

10. Click "Continue."

11. If you kept E-mail Archive as one of your site's tools (it's set as a default tool), you will be prompted to enter an e-mail address for your site. Simply enter an easy-to-remember name into the box. Do not use spaces between words.

> *Important note*: Each SmartSite e-mail address may only be used once. If you plan to teach this course again, or if your colleagues also teach sections of this course, we recommend you append the term and year to your site's e-mail address (e.g. taxonomy-f08 or ams10-sp09).

12. Select the level of access you wish to provide to your site.

A: If your site isn't published, no participants will see it. Be sure your site is published before classes start!

B: Decide whether or not any UC Davis user may join your site. As this is a course site, you probably will not allow anyone but students to join. (Your students are added automatically by the Registrar. You can add TAs yourself; instructions are below.)

13. Click "Continue" and then, in the next window that appears, "Create Site."

Adding students and TAs to your course site

Your course site should now appear in the tabs at the top of the SmartSite page. Click "Refresh" or "Reload" on your browser if the tab has not yet appeared.

Your students will be added automatically. To add your TA(s), follow these steps:

1. Click on the course tab at the top of the page.

2. Click on "Site Info" in the menu at left.

3. Click "Add Participants" at the top of the page:

4. In the box that appears, type in your TAs' Kerberos usernames or ucdavis.edu e-mail addresses, and then select the button next to "Assign all participants to the same role." Click "Continue."

5. Select either "TA" or "Instructor" as the role for your TAs. The TA role allows you to give your TAs more power than students have; the Instructor role allows your TAs to grade assignments and enter grades into the gradebook.

6. Click "Continue."

7. Decide whether or not to send an e-mail alerting your TAs, and then click "Continue."

8. Click "Finish."

For more assistance with SmartSite, visit the Support and Training page.