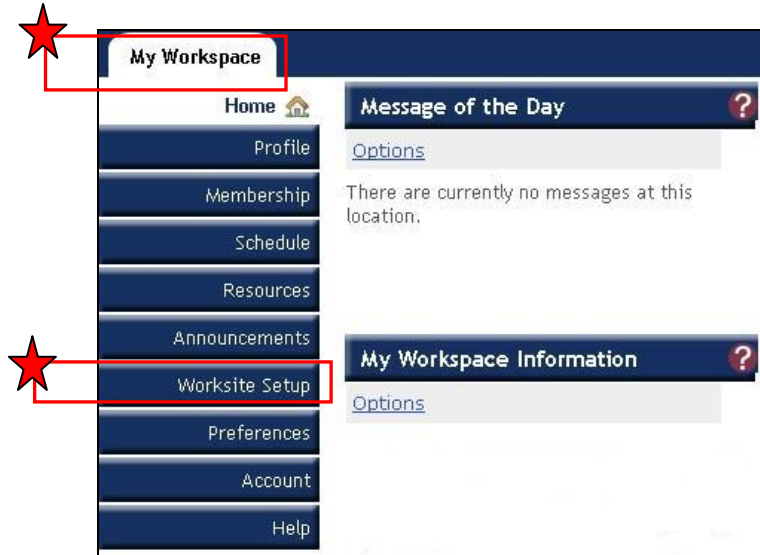


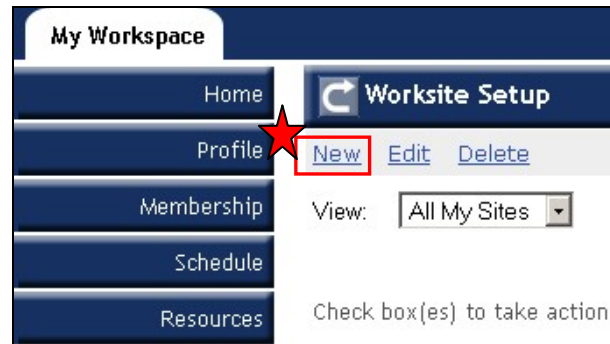
Creating your Isidore Site

Use the following steps to create each site you wish to use in Isidore system.

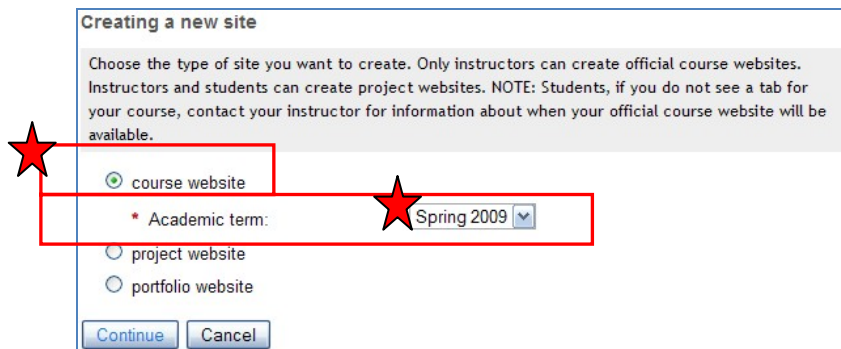
1. Navigate to <http://isidore.udayton.edu> and log in with your Novell username and password.
2. Once you've logged in, click on the 'Worksite Setup' link found in the menubar of the 'My Workspace' tab as shown below.



3. On the next page, click on the 'New' link at the top of the page.



4. Select the 'course website' radio button, 'Spring 2009' Academic term and click the 'Continue' button.



5. Next, check the box next to the course you wish to create in Isidore. 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.

THE DYNAMIC EARTH LABORATORY

[Select Group of Sections](#)

SCI_210L - Section 01: The Dynamic Erth Lab

SCI_210L - Section 02: The Dynamic Erth Lab

SCI_210L - Section 05: The Dynamic Erth Lab

6. 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 University of Dayton catalog. You must be listed as the instructor of record for a course to show up in this view for you.

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

Continue Back Cancel

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...' link at the bottom of the page.

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

Duplicate a Site You Own

No, thanks.

Yes, from this site:

09_WI_BIO_152_02

09_WI_SCI_230_01

BIO_151 - Section 03

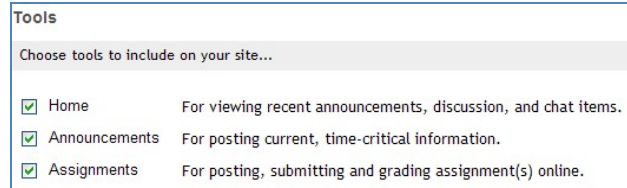
EVAL_dillonme

Continue Cancel

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

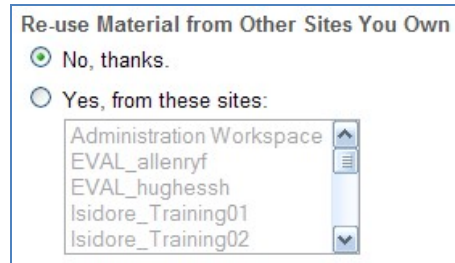
If you decided to duplicate a site you can skip to step 11 below.

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)



Tools	
Choose tools to include on your site...	
<input checked="" type="checkbox"/>	Home For viewing recent announcements, discussion, and chat items.
<input checked="" type="checkbox"/>	Announcements For posting current, time-critical information.
<input checked="" type="checkbox"/>	Assignments For posting, submitting and grading assignment(s) online.

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



Re-use Material from Other Sites You Own

No, thanks.

Yes, from these sites:

- Administration Workspace
- EVAL_allennyf
- EVAL_hugheshh
- Isidore_Training01
- Isidore_Training02

Note: You will only be prompted to bring content in for tools you've selected.

If you choose to 'Re-use' material from another site you'll be prompted on the following screen which tools you wish to import content from. Be sure and select the 'Resources' tool if you wish to bring the files from the source site in.

10. Click the 'Continue/Finish' button at the bottom of the page once you've made your selections.



Schedule	<input type="checkbox"/>
Syllabus	<input type="checkbox"/>
Web Content	<input type="checkbox"/>

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 steps 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.

12. Click on the 'Continue' button.

Set 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 two days prior to the start of the semester. You can also manually publish your site later by going to Site Info -> Manage Access.

Publish site

[Continue](#) [Back](#) [Cancel](#)

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 229-2233 or e-learning@notes.udayton.edu.