

# CTools – A Quick Guide for Instructors and Admins

This document contains instructions for the most common functions performed in CTools: Publishing a Course or Project Site, Adding Resources, Posting Announcements, and Posting Discussions. Most of these instructions are compiled from the online CTools help guide.

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# Setting up and Publishing a course or project website

**Note:**

If you are "inheriting" a site from a predecessor, the course site might already exist. You can always pull information in from previous versions of the course - you don't have to rebuild the site from scratch every semester.

## **Description**

Creating a new website involves completing the steps in this section of the Help Guide.

Please note that only UM instructors can create Official Course Sites. Both instructors and students can create Project Sites.

Certain commands that are found in the Worksite Setup tool and are described below are also available in the Sites Info tool, which appears in the left-hand menubar of every course and project site. With the Site Info tool, you can revise participant lists, change participant roles, change the tools in a site, change information about a site, and more.

## **Getting Started - Creating a new site**

A... Open CTools: <http://ctools.umich.edu>

B... Login to CTools.

C... Open your workspace. (If it is not already open, click the My Workspace tab.)

D... Click **Worksite Setup** in the menubar.

E... Click **New...** in the yellow bar of the main window.

## **Step 1 – Choose type of site**

A... Choose the type of site you want to create by clicking the radio button.

- **Course website** -- For a website that will be used for a UM course. (You'll also need to pull down the menu and choose the term)

- **Project website** -- For a website for a project, such as a committee or a student workgroup.

B... Click **Continue**.

## **Step 2 – Specify your course**

If you are creating a course website, you will need to specify the course.

*If you are creating a project website, skip to Step 3 1/2.*

1... There are two ways to specify the course for your site. You can pick one or the other but not both.

- If you are listed as the instructor of record for courses in the course catalog, these courses, and their sections, will be listed. "CL" indicates a cross-listed course. If you select one or more sections of a course from that list, a course site will be set up for you now, and the rosters you have selected will be added.

- If you are not listed as the instructor of record for a course, you will need to enter the instructor's (authorizer's) unickname. An email requesting his or her authorization for the site will be sent.

2... You can optionally add special instructions that may help the support staff authorize the site request.

3... Click Continue.

*If you are creating a Course Site, continue with Step 3, below.*

*If you are creating a Project Site, skip to Step 3.5, below.*

### **Step 3 – Course description**

*(For Course Sites only)*

1... In the next screen you have the option of adding a description and a short description of the site.

The long description appears on your site's homepage; the short description appears in the public list of sites in the CTools gateway, which is viewable by anyone.

2... Pull down the Appearance menu and choose your department.

3... Click Continue. (And continue with Step 4.)

### **Step 3.5 – Project description**

*(For Project Sites only)*

1... In the form that appears, type a title for the project site.

2... You have the option of adding a long description and a short description of the site.

The long description appears on your site's homepage; the shorter description appears in the public list of sites in the CTools gateway, which is viewable by anyone.

3... Click Continue. (And continue with Step 4.)

## Step 4 – Choose site tools

1... In the Worksite Setup window that appears, check the boxes next to the tools you would like for your site.

(You can also add or remove tools after you have created your site as follows: In your My Workspace, click **Worksite Setup**. Then click the box next to the site in your list of sites, and click the **Revise** button.)

We are trying to keep some consistency in the appearance and functionality of School of Nursing CTools sites. Here's a list of tool guidelines to help make it easier for students to use our CTools sites:

Highly recommended tools	Optional tools	Not recommended
<ul style="list-style-type: none"> <li>• Home</li> <li>• Announcements</li> <li>• Resources</li> <li>• Site Info</li> </ul>	<ul style="list-style-type: none"> <li>• Assignments</li> <li>• Chat</li> <li>• Discussion</li> <li>• Drop box</li> <li>• News – automatically updated news feeds are available for many nursing specialties; see <a href="http://www.medicalnewstoday.com/index.php?page=newsfeed">http://www.medicalnewstoday.com/index.php?page=newsfeed</a></li> <li>• Schedule</li> </ul>	<ul style="list-style-type: none"> <li>• E-mail archive (use regular e-mail instead)</li> <li>• Syllabus (for fall 2005, this doesn't offer many advantages and is more work than just posting your syllabus under "Resources")</li> </ul>

2... You have the option to reuse material from other sites you own.

If you would like to do this, click the radio button next to "Yes, from these sites:" and select the site or sites in the list .

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

3. Click **Continue**.

4... If you checked the Web Content, News, or Email Archive boxes, after you click **Continue** on the Tool Selection page, you will see a form for more information.

If you chose Email Archive, you will need to specify an email address.

If you chose Web Content or News, type a title for the left menu button for your Web Content or News window. For example, if you want the Web Content window to contain a weather website, you can give the button the name Weather.

If you leave "Web Content" or "News" as the title or if you leave the box blank, the button will be named "Web Content" or "News." (You can change the button name later using the Edit Tools tool, which can be accessed by clicking Site Info in the menubar of every site.

5... Click **Continue**.

## Step 5 - Publishing your site while you are creating it

### Note:

Publishing your site makes it available to the site participants. Global access settings allow you to decide who has access to your published site. You will probably not publish your site right now - you'll probably work on it over a couple of days, then publish it when it's ready. It's best to publish a site when it's finished. Don't plan on posting most of the material for the course now and adding resources in the week before they're needed - students get confused and upset when you make major changes to a site after it's been published.

By default, while you are creating the site, uncheck the "Publish" option and check "Private."

- 1... To publish your site, check the box next to Publish site. (You can also go back to your site at a later time and publish it. See the section below.)
- 2... Choose what type of access you want. You can make your site private (for you and the participants) or accessible to anyone who can log in to UM's web environment. In the latter case your site will be displayed in the public list of sites in the CTools gateway (the page people see when they first log on to ctools.umich.edu. )
- 3... Click Continue.

## Step 6 – Confirm information and finish site setup

- 1... Confirm the information for your site in the window that appears.
- 2... If you need to make a change, click the Back button.
- 3... When all the information is correct, click Create Site. Your new site will be listed in your site list in My Workspace under Worksite Setup.

### ***Publishing a site after the site has been created***

Publishing your site makes it available to site participants. You may already have published your site as described in Step 5, above. If not, you can follow the steps below after you site is created to publish your site.

- 1...Open your workspace by clicking the **My Workspace** tab.
- 2...Click **Worksite Setup** in the menubar.
- 3...Check the box next to the site you would like to publish.
- 4...Click **Revise** (at the top of the page).
- 5... Click the **Site Access** button.
- 6...Click the checkbox next to **Publish site**.
- 7...Then choose what type of access you want.
  - "Private": Means site will only be available to your students and selected affiliates
  - "Display my site in directory": Makes site public to anyone who can log in to CTools.
- 8...When you have finished, click **Update**.

Note: You can also publish a site using the Site Info tool, which you can access from the Site Info button in the left-hand menubar of each site.

## ***Adding participants***

If you are creating a course site, the students will automatically be added to your site when they register. At times, you may need to add students or staff members as described below.

For project sites, you need to add participants as described below.

**Note:** No one will be able to see your site until you publish it.

**1...** Click **Worksite Setup** in your workspace. You will see a list of sites you have created and sites to which you have access.

**2...** Check the box next to the site to which you would like to add one or more participants (or students).

**3...** Click **Revise**(at top of page).

**5...** Click **Add Participants...**

**6...** Type the participant's unickname. You can type more than one unickname in the box.

**7...** Choose whether to give all your newly added participants the same role or different roles.

**8...** Click **Continue**.

**9...** In the next window, if you chose to give all your participants the same role, pull down the menu by each unickname and choose either:

For course websites:

**Affiliate** - Can read, add, and revise content on sites in a particular department.

**Assistant** - Can read, add, and revise most content on the site.

**Instructor** - Can read, revise, delete and add both content and participants to a site.

**Observer** - Can read content on the site.

**Owner** - Can read, revise, delete and add both content and participants to a site.

**Student** - Can read content, and add content to a site where appropriate.

For project websites:

**Member** Can read, revise, delete, and add their own content to a site.

**Observer** Can read content on the site.

**Organizer** Can read, revise, delete and add both content and participants to a site.

**Owner** Can read, revise, delete and add both content and participants to a site.

**10...** Click **Continue**.

**11...** On the next page, you have the option to automatically send email to the newly-added participants notifying them of the site's availability.

**12...** Click **Continue**.

**13...** Click **Finish**.

# Working with CTools Resources

## Description

Resources is the most widely used feature in classes and collaborations. In Resources, you can make many kinds of material available online.

There are three types of resources: documents (word processing documents, spreadsheets, slide presentations, plain text, etc.); links to other websites; and simple text documents that will display right on the page.

New improvements in Resources include the ability to post up to 10 resources at a time, post items outside of folders, create folders in folders, and create html documents in CTools.

## Examples of use

Many classes post weekly readings in their Resources. It can include links to websites as well as other kinds of documents, like Adobe PDF files. Some also post presentations or slides used in lectures.

Using Permissions, a large collaboration site can use one folder in Resources as a space to archive important documents, and allow only certain site participants to modify those documents.

## Creating a new resource

- 1...Log in, click the tab for your course, and click Resources in the menubar.
- 2...Browse into the folder you want the resource to appear in.

A new resource will automatically go into the folder that you have open when you create the resource. To open a folder, click on the name of the folder. (You must *open* the folder by clicking its name. It will not work if you simply *expand* the folder by clicking the black arrow.) To move a resource to another location, see Moving a resource, below.

- 3...Click Add Item...
- 4...In the window that opens, indicate the type of resource you're adding.

**Note:**  
Use "File Upload" to place PDFs, PowerPoint, Word documents, etc.  
Use "URL" to link to a web site  
"Simple text documents" and "HTML page" are rarely used.

- 5...Click Continue.

- If you choose "File Upload," do the following:

After you complete steps 1 through 4, do the following:

**A...**Choose the number of resources you would like to upload (you can upload up to 10).

Note: Items marked with a red dot are required.

**B...**Click the **Browse** button, select a file to upload, and click **Open**. (Or you can simply type the name of the file in the space provided.)

**C...**Type a title for the resource. (If you don't add a title, Sakai will use the filename for the title.)

**D...**If you want to, add description for the resource.

**E...**Choose the correct copyright status.

**F...**Choose whether to have the new resource viewable by only those who are members of the site or by anyone (Public View).

**G...**Choose whether you would like to have members of the site notified automatically via email when the resource is posted.

**H...**Click **Add**.

- If you choose "URL (Link to website)," do the following

After you complete steps 1 through 4, do the following:

**A...**Type the URL in the box.

You do not have to include the http:// For example, simply type **umich.edu** (You may need to include the www in some URLs.)

**C...**Add a title for your URL link resource. If you don't add a title, the URL will be used as the title of the resource.

**D...**Add a description

**E...** Choose whether to have the new resource viewable by only those who are members of the site, or two anyone (Public View).

**H...** Choose whether to have the participants receive an email notification of the new resource. If you choose "high," all participants will be notified. With "low" notification, only participants who have opted in will receive the notification.

**G...**Click **Add**.

## ***Moving an existing resource***

**Remember:**

Instead of creating a new resource and moving it to a specific folder, you can first open that folder (click the folder's name) and create the resource from within the folder.

**Note:**

The procedure here is to first **copy** the resource to a new location, then **delete** the old resource.

- 1...Look at your list of resources. When you find the item you want to move, click "Copy."
- 2... Now find the folder where you want the item to appear and click "Paste Copied Item."
- 3...Go back to the original item and delete it.

## **Announcements**

### ***Description***

Announcements are used to inform site participants of current items of interest. Site owners and instructors can choose to have an announcement automatically emailed to all of the site participants.

### ***Posting an Announcement***

- 1...Click on the "Announcements" link on the left side of the screen.
- 2...Click the "Add..." button.
- 3...Fill in the fields for title and body.
- 4...Click the "Add Announcement" button.

**Note 1:**

You can add attachments if you like - but keep in mind, if you are posting a new resource, you can tell CTools to automatically alert students to the new document without having to create a separate announcement.

**Note 2:**

"High Priority" e-mail notification goes to all students. "Low-Priority" e-mail notification goes to everyone EXCEPT those students who have opted out of receiving e-mail from CTools. Students will still be able to see announcements when they log into the web site. Usually, low-priority notification is preferred for announcements of regular announcements like "Don't forget - your project is due in 2 weeks," "your grades have been posted," etc. Only use high-priority notification if a deadline has moved up, class has been cancelled, or other urgent issues.

## Discussions

This is a “threaded discussion” or “bulletin board” format. You post a message, and later, others can post replies to your message. All of the messages are sorted by subject line (also called a “thread”).

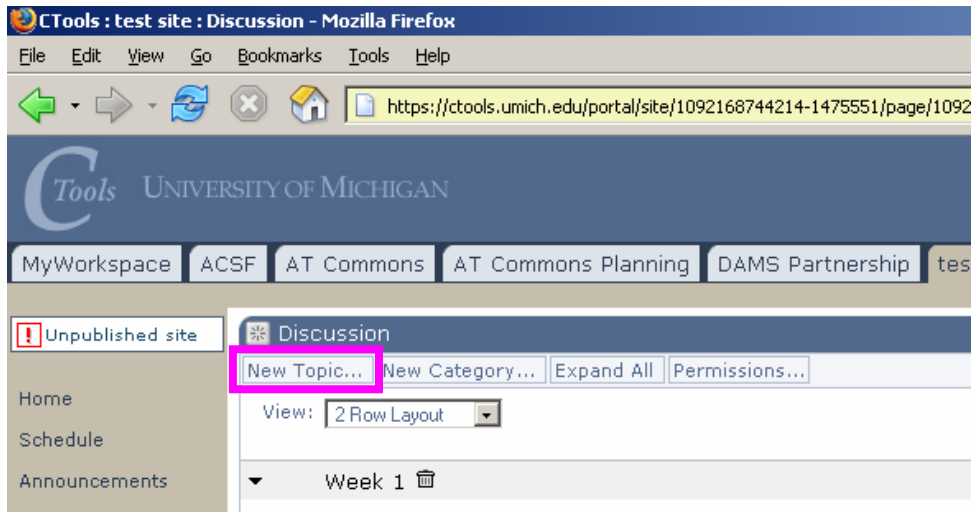
### Creating topics

“Topics” are the discussion topics which students can discuss. They are grouped into “Categories,” which are usually named after weeks (“Week 1”, “Week 2”) or units (“Unit 4”, “Chapter 6”).

**Note:**

The instructor **MUST** make at least one category and at least one discussion topic for students to respond to.

- 1...Click on the “Discussion” link on the left side of the screen.
- 2...Click the “Add Topic...” button.



## Fill in the fields as shown below.

The screenshot shows a web browser window titled "CTools : test site : Discussion - Mozilla Firefox". The address bar shows the URL: <https://ctools.umich.edu/portal/site/1092168744214-1475551/page/1092168744498-1475558>. The browser tabs include "MyWorkspace", "ACSF", "AT Commons", "AT Commons Planning", "DAMS Partnership", and "test site".

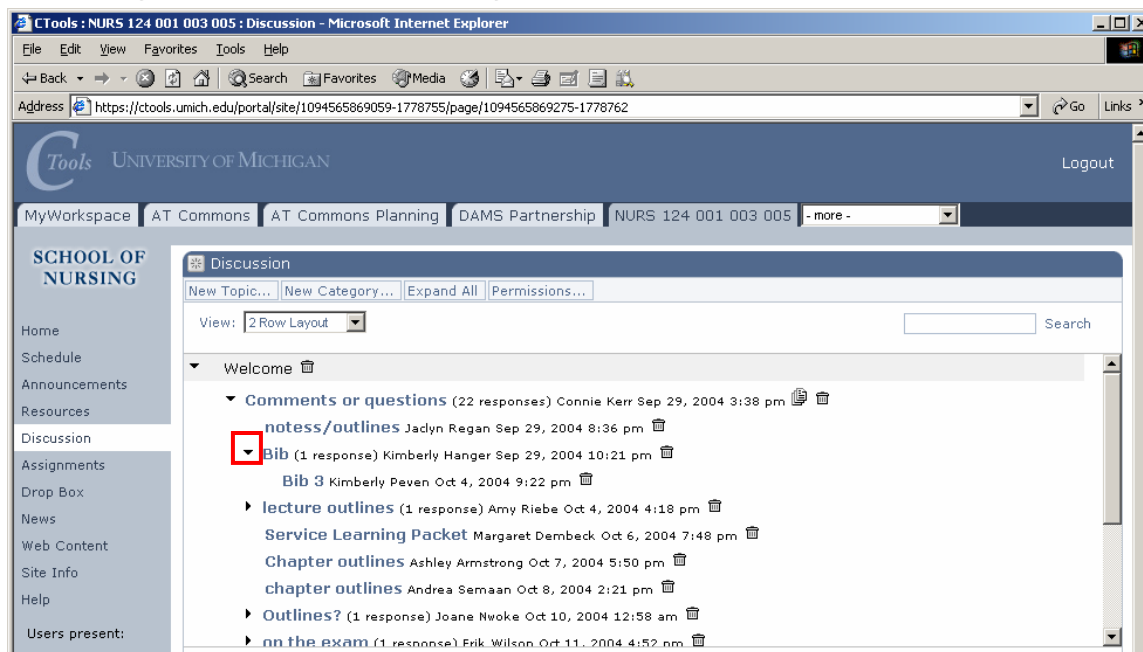
The main content area is titled "Discussion" and contains the following form fields:

- Category:** A dropdown menu with the text "- Select a category -" and a sub-label "or add a new category...". Below it, a text input field contains "Week 2".
- Date:** A text input field containing "Jul 13, 2005 12:52 pm".
- Topic:** A text input field containing "Respiratory ailments".
- Reply type:** Two radio button options: "Allow reply to any message" (selected) and "Allow reply to this topic only".
- Message:** A rich text editor with a toolbar and a large text area.
- Attachments:** A section with the text "No attachments ..." and an "Add attachments" button.
- Buttons:** "Post", "Save Draft", and "Cancel" buttons at the bottom.

Annotations with pink boxes and arrows point to the following elements:

- "Select an existing category or create a new one now" points to the Category dropdown.
- "Make topics descriptive" points to the Topic input field.
- "Body text here" points to the Message text area.
- "Final Step" points to the Post button.

## Reading discussion messages



- To read a posting, click the blue title of the posting. The message will appear at the bottom of the screen (in 2-Row View) or at the right (2-Column view).
- To expand a topic so you can see the replies, click the arrow next to the topic (just once).
- The item you are reading is indicated by a green arrow.

## Replying to discussion thread messages

- To reply to a posting, click the “reply to message” button, fill in the form, and click “Post.”
- “Reply to topic” files the reply under the main topic heading instead of this message. You will usually use “Reply to message.”

## Additional Help

- All instructions can be found online: Go to <http://ctools.umich.edu/> and click “Help” in the lower-left corner.
- CTools workshops are held regularly; see <http://www.itd.umich.edu/education/> for schedules.