# Course Sites Frequently Asked Questions

Note: Portlet/channel tab locations may vary. These steps are based on the default locations.

How do I access Course Sites in the new portal?

1. Log in to the new portal and click on the "Faculty" tab to locate the portlet (channel) named "My courses."
2. You will see your course list in the portlet. Click on the home icon to access your Course Sites. (You can change the term by clicking on the drop down menu.)
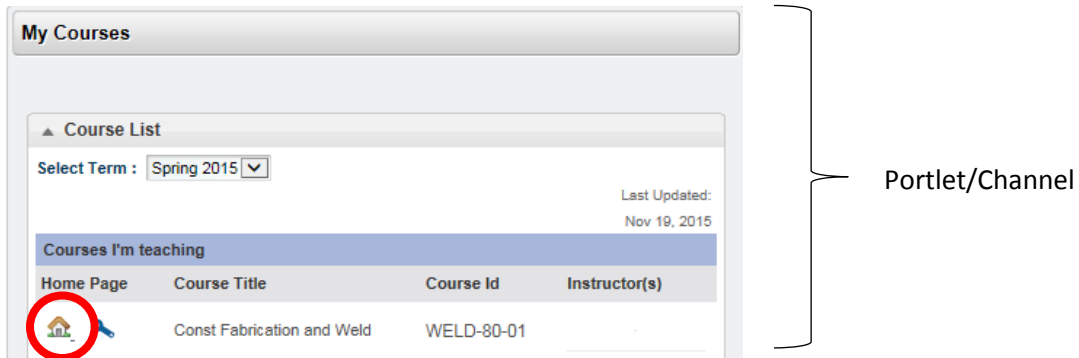
How do I navigate to another course or back to the portal?

1. Click on the "Go To" menu to view the list of your courses.
2. Click on the class you wish to access. (Classes are listed by CRN and Term Code.) To navigate back to the portal or to another course, use this same menu.
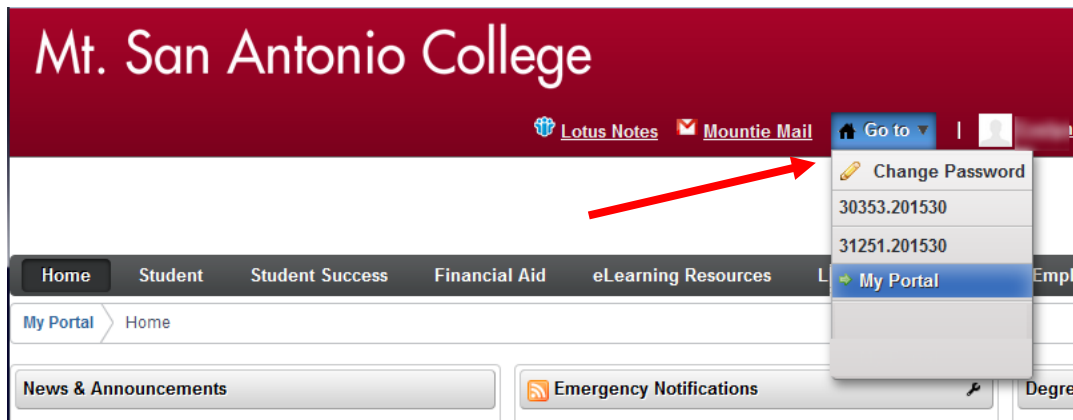

What do the numbers on the upper right corner mean?

The first set of numbers represents the course reference number (CRN). The second set of numbers represent the term code. The example below shows CRN 40822 and the term code 201440 which is spring of 2015.

How do I post an announcement?

1. Navigate to Course Sites, under the "Home" tab look for the "Announcements" portlet.
2. Click on "Schedule" then "Targeted Announcement."
3. Fill in the information (Subject, Message, and Dates).
   *If you wish to send the announcement and an email check the "E-mail" box.
4. Select the courses you want to send this announcement to and click "Add."
5. To finalize, click "Preview" then "Schedule".
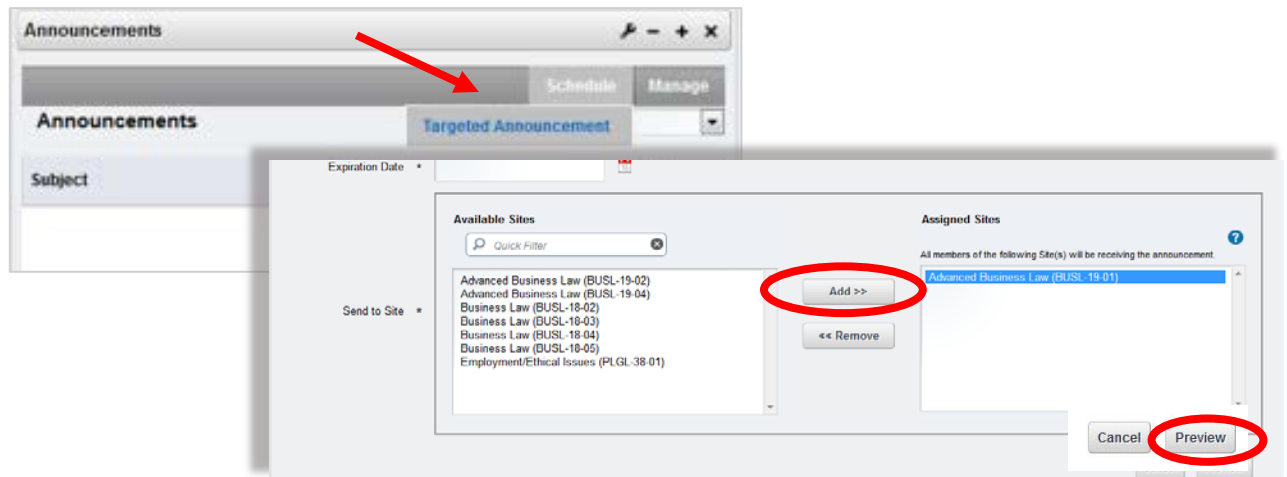
How do I upload files?

1. Navigate to Course Sites, click on the "Documents" tab and locate the "Documents and Media" portlet.
2. In this portlet, click the desired folder (File, Photo, or Video) you want to upload to and click the "Add" button.
3. Click the option that pertains to your file(s) or create a subfolder.
4. Browse for the file(s) by clicking on the "Browse" button.
5. Enter Title and click "Publish."
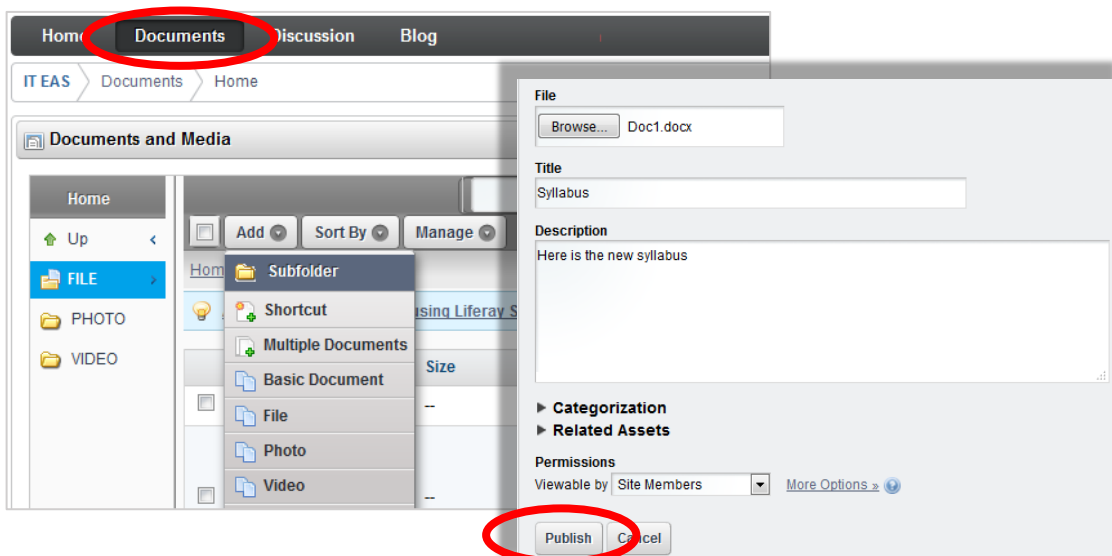
## What are the permissions options when I upload files?

"Permissions" can be changed at any time, while or after you upload.

Site Members (default) - means the students in your course can view the document(s).

**Owner**- means that only (you) the person uploading the document can view the document(s).

How do I delete a file?

1. Locate the file to be deleted in the "Documents and Media" portlet.
2. Click on the file.
3. Click "Delete."
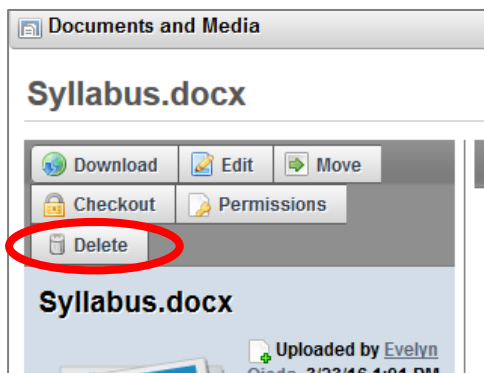
How do I post a link/bookmark?

1. Navigate to Course Sites, under the "Home" tab look for the portlet named "Bookmarks"
2. Click on the "Add Bookmark" option.
3. Add Title, URL and description (optional).
4. Click "Save."
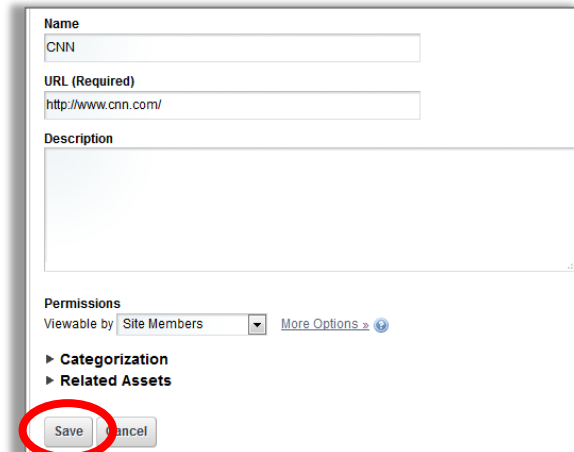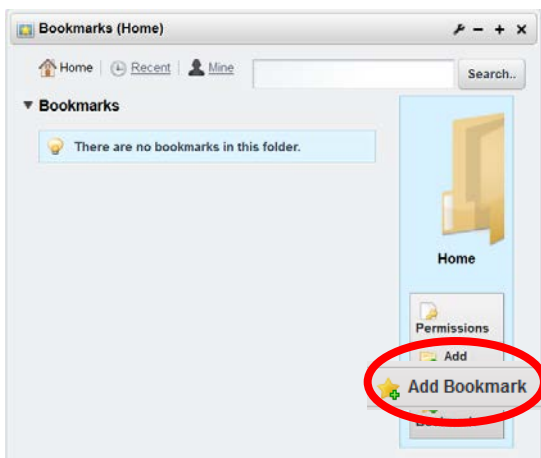
How do I move a file to another location?

1. Locate the file to be deleted in the "Documents and Media" portlet.
2. Click on the file.
3. Click "Move."
4. Click "Select" to choose the folder or new location for the file.
5. Click "Move."
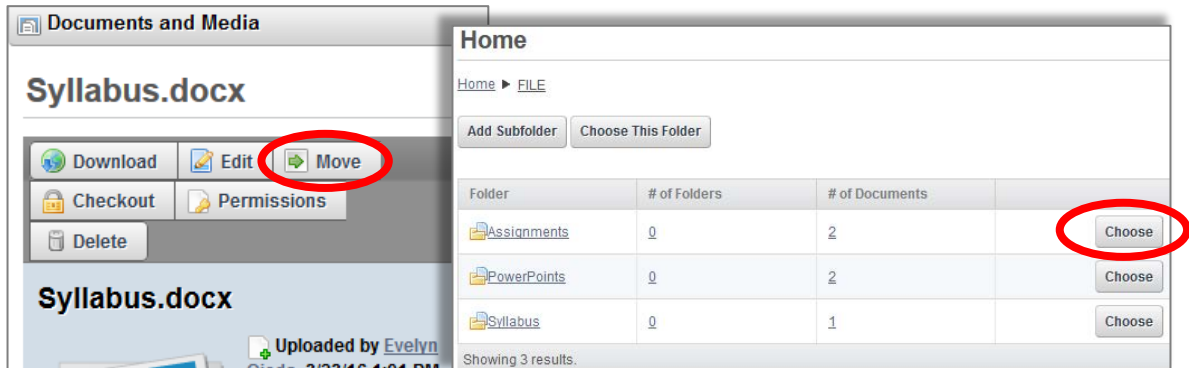
How do I post a new thread for discussion?

1. Navigate to Course Sites, under the "Discussion" tab look for the portlet named "Message Boards."
2. Click "Post New Thread."
3. Enter thread subject, body, and select additional options.
4. Click "Publish."
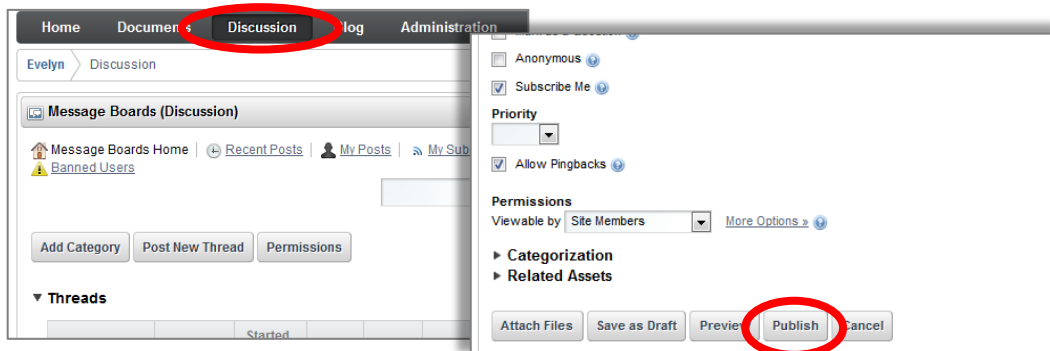
How do I post a blog?

1. Navigate to Course Sites, under the "Blog" tab look for the portlet named "Blog."
2. Click on "Add Blog Entry."
3. Type in the blog information (Title, Date, Content).
4. Click "Publish."

How do I add a portlet if I deleted it?

1. Navigate to the tab where you want to place the portlet. (Ex: Home, Documents, etc.)
2. Click on the "Add" menu located on the upper right hand corner.
3. Click on "More."
4. Click on one of the options then Click and Drag onto the page.
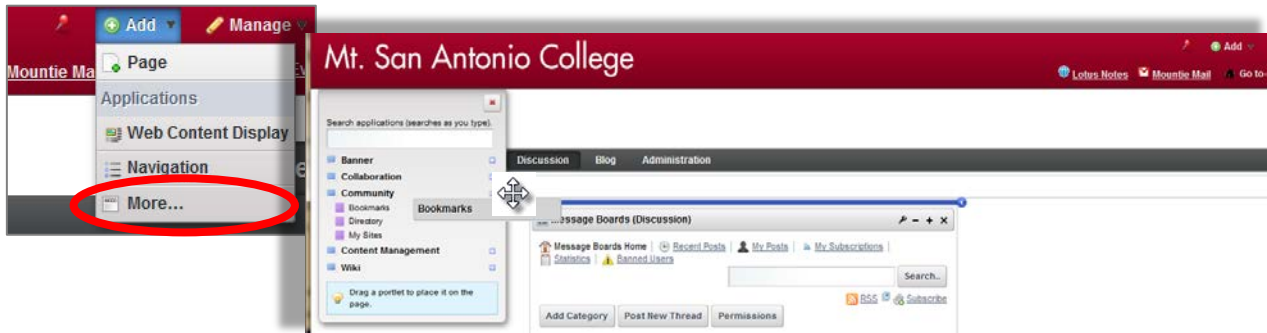
How do I move my portlets to a different location on my tab?

1. Click and drag from the top of the portlet to reposition it.
   (The blue line indicates where the portlet will be positioned.)