



Scholar Quick-Start: Working with Site Setup and Site Info

Editing the tools on the left side

Also see the Knowledge Base Article, *Using the Page Order tool to rename, reorder, hide, remove, and add tools to the menu in Scholar*: <http://answers.vt.edu/kb/entry/3510/>

The list of tools to the left side of Scholar can be edited for each site to add or remove tools you are not using. The tools are changed for everyone who accesses the site.

1. From the list of tools on the left, **Click *Site Info***
2. Near the top of the screen, **Click the *Edit Tools* link**
3. **Check or uncheck boxes to add or remove tools**
4. **Click *Continue***
5. **Verify the changes → Click *Finish***

The tools on the left side are now updated.

Adding a Participant

Also see the Knowledge Base Article, *Adding Participants to a Scholar Course*:
<http://answers.vt.edu/kb/entry/3385/>

You can add guest speakers or others who are not of the official class roster of a class. Be aware the Registrar will not remove participants you add this way.

1. In *Site Info* near the top of the screen, **Click the *Add Participants* link**
2. In *the Official Email Address or Username field*, **Type the VT PID**
3. In *the Unofficial Email Address or Username field*, **Type the email address of your invited guest**
4. To assign all participants to the same role, **Click *Continue***
5. From *the Choose a Role for Participants screen*, **Select an appropriate role**
6. **Click *Continue***
7. You may have the option to **select the *Send Now - send an email now to users notifying them that the site is available* radio button**
8. **Click *Continue***
9. **Verify the information → Click *Finish***

Adding Banner Enrollment Rosters

Also see the Knowledge Base Article, *How to Add a Roster to a Previously Created Course Site*:
<http://answers.vt.edu/kb/entry/3458/>

Note: You can add a roster to the course site once the roster data is available to Scholar.

1. **Select your Course Site.**
2. Under *My Workspace*, **click on the *Site Info* link.**
3. Under *Site Info*, **click on the *Edit Class Roster(s)* link.**
4. **Click on the *Add Roster(s)* link.**

5. Note: As long as you are the official Instructor of Record and the course was created with the correct school term, you should see the rosters that you have access to.
6. **Next to the roster** that you want to add to this course, **place a check in the check box**.
7. **Click *Continue***.

Creating a Group

Also see the Knowledge Base Article, *Creating Groups in a Scholar Course*:
<http://answers.vt.edu/kb/entry/3378/>

Creating groups can help facilitate group work within Scholar. Tools such as Forums, Mailtool and Resources are group aware. The options for groups in these tools become available when groups exist.

1. In *Site Info* near the top of the screen, **Click the *Manage Groups* link**
2. At the top of the screen, **Click the *Add* link**
3. In *the Title field*, **Type a title for the group**
4. Optionally, in *the Description field*, **Type a description**
5. In *the Membership list*, **Click the participants you want to add to (or remove from) the group**
Note: To select multiple participants, Ctrl+click [Mac: Command-click] on the names
6. **Click *Add to group* or *Remove***
7. **Click *Update***

Make the site Hidden or Published

By default, the site is publically viewable by the participants; if you attended previous Scholar workshops, you may have been instructed to set your site to be hidden from students until development of course materials has been completed.

1. In *Site Info* near the top of the screen, **Click on the *Manage Access* link**
2. **Uncheck the box** next to *Publish* to hide the site until you are ready to publish it, OR **Check the box** next to *Publish* to make the site available to participants.
3. **Click *Update***

Editing your site information

Also see the Knowledge Base Article, *Setting Course Names and Descriptions in Scholar*:
<http://answers.vt.edu/kb/entry/3399/>

You can edit information about your sites including description, site contact name and contact email.

1. Near the top of the screen, **Click the *My Workspace* tab**
2. From the list of tools to the left, **Click the *Site Setup* link**
3. Next to the site you wish to edit, **Click the *checkbox***
4. Near the top of the screen below *Site Setup*, **Click the *Edit* link**
5. **Click the *Edit Site Information* link**
6. **Edit the text as needed**
7. **Click *Continue***
8. **Verify the information → Click *Finish***

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