Friday January 23 CL Quick Tips

- **Unhide a menubar tool** SITE SETUP: Reorder Tools. Click the gray light bulb icon to the right of the tool name.

- **Add a guest lecturer to your course** SITE SETUP: Add Participants. Make SURE to click the Finish button to complete the process.
  - Your visitor must have either an IU Network ID or an IU Guest Account before you can add him/her to the course. For instructions on how to set up a Guest Account, see [http://www.iupui.edu/~webtrain/tutorials/establishing_and_using_a_guest_account.pps](http://www.iupui.edu/~webtrain/tutorials/establishing_and_using_a_guest_account.pps).

- **Create groups** SITE SETUP: Manage Groups. Click Add and name the group; provide a description, if desired. Select the names from the box on the left (use CTRL-Click to select non-contiguous names), then click Add to group. Click Update to complete the process.

- **Edit or remove a group** SITE SETUP: Manage Groups. Click Edit to add or remove group members. Click the checkbox then Remove Checked to delete a group.

- **Unpublish a site** (authors can login) SITE SETUP: Manage Access. Remove check beside Publish site. NOTE: this may cause duly registered students to contact you or the department, fearing that they didn’t get registered because they can’t see the course listed.

- **Change a participant’s role or remove a participant** SITE SETUP. Select a new role through the drop-down box, or put a check in the Remove box, then click Update Participants.

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