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Alliance

Introduction

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Introduction

This manual covers the basics of what Alliance can do.

- Become familiar with the concept of Alliance and how it might be helpful to you.
- Accessed the Alliance system and had a look at how it works.
- Built your own Project Worksite.
- Gained enough knowledge, skills and practice to be able to create an Alliance site to suit almost any project you're working on.

What Alliance is and how it's used

Alliance is an online work space for the whole ANU community. Its main purpose is to let us collaborate with one another on our projects. Some key points are:

- When you become an ANU student or staff member, you're automatically given access to Alliance.
- Alliance is the ANU name for a much bigger software project involving universities around the world. Other universities are using the program, but know it by different names. Here at ANU we have Alliance, Cambridge has CamTools, Michigan has GradTools, but they're all local names for the same program. The program is called Sakai.
- An important thing to know about Sakai or Alliance is that it's part of an open source project. This basically means that the software is continually evolving, that anyone can contribute to its development, and that all users can help to solve any problems with its use.
- Being open source, it also means that new versions are constantly being tested and are in development.
- At ANU we encourage self help and will provide resources to this end. However support is available if required. We also like our users to share any problems they encounter, via the Alliance Support work site which will be covered in this program. But it's an easy system to use once you know the basic rules.

<p>Multi-task!</p> <p>Working on multiple projects? Easy. Your Workspace lets you create a separate site for each project you're involved with. Your Workspace links them all together in one location – allowing you to stay organised.</p>	<p>Collaborate!</p> <p>Wherever you are, keep your colleagues, supervisors and advisory panels updated. Using Alliance, you can invite other people to view or contribute to your work. Every new work site you create can have different users. You can also join other people's projects.</p>	<p>Build knowledge!</p> <p>The wiki tool lets you document, edit and link your growing body of knowledge. Over time your wiki will be a valuable tool which helps document your research, ideas and concepts.</p>	<p>Talk about it!</p> <p>Want to keep others abreast of your progress? Create a blog that describes what you're up to. Or use the chat tool for real time, unstructured conversations with others. Need to alert people to news, ideas or changes to a project? Just post a new announcement, and ask Alliance to email all your subscribers with the news.</p>
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And that's not all... There's a stack of other tools available in Alliance that can be useful to you. Whether it's discussing issues in real time, preparing a joint presentation for a conference, or backing up your thesis, Alliance can help.

What Alliance isn't

Alliance is not intended for:

- Online submission of documents such as assignments, annual research reports and plans. PhD students submit their research reports/plans directly to a specified authority, as per their College and departmental guidelines. Assignments and other course work elements are usually submitted via Wattle, or as otherwise directed by the course faculty.
- Course management and delivery. Wattle is currently used as ANU's Learning Management System.

Tip: Every student and staff member at ANU has an Alliance account. To log in, use the same details you would use to access other university systems such as ISIS or HORUS

Getting started in Alliance

To gain access to Alliance, go to <http://alliance.anu.edu.au>.

Logging In

- For ANU users, use your ANU UniID that is used to access ISIS or HORUS.
 - Enter these details into the login boxes in the upper right hand corner of the screen.
 - Click Login. This takes you into your own personal space within the Alliance system.
- For non ANU users, use your email address and password that has been sent to your email.

If you forgot your password:

- ANU students: your UniID is printed on your student card, and should you forget your password you can go to AskANU (located in the Chifley Library building) and request that it be reset. For remote students, call Student Business Solutions Help Desk – (02) 6125 5467
- ANU staff members: contact your Local IT Support Staff.
- Guest users: you can reset your password by clicking on 'Guest Password Reset' in the left hand menu on the login screen. Your new password will be sent to your email address.

An overview of My Workspace

Once you've logged in, you enter an area called My Workspace. This is the 'control hub' for your Alliance account. Important things to know about My Workspace are:

- All ANU students and staff have access to their own My Workspace.
- It's a private space accessible only by the user, i.e. you. It is not designed to be shared.
- It's the central control point for all of your projects.
- It's where you can see and keep track of all the project sites you're actively involved with.
- It shows you which projects you're currently a member of.
- It contains basic permissions for your user account.

My Workspace: Home page

The Homepage is the first thing you see when you log in. Its main elements are:

- Welcome Message
- Message of the Day - on the right hand side of the page
- Menu and Tools List - on the left hand side of the page
- Project Tabs - across the top of the page
- Drop Down menu - in the top right hand corner, containing more project sites

My Workspace: Features: Welcome message

The text in this Welcome Message is controlled by the Alliance Support team at ANU.

Every project site you create has its own Message area, which you can control.

If you are the site creator or have been given maintenance rights to a site, you can control the text.

Tip: The Welcome message on this page currently says: "In Sakai (Alliance) each user has his or her own individual worksite called My Workspace. My Workspace is a place where you can keep personal documents, create new sites, maintain a schedule, store resources, and much more." What it doesn't say is that My Workspace is also the control hub for all your projects. From here you can see everything that you've got going on in Alliance.

My Workspace: Features: Message of the day

The text of Message of the Day is controlled by the Alliance Support team.

My Workspace: Features: Menu and Tools list

- My Workspace has a menu located on the left hand side of the page. This menu contains the essential tools needed to administrate your Alliance account.
- A number of these menu items are particular to the My Workspace area - you won't see them in any ordinary project worksite.
- Some of these menu items are tools which can be used in any Alliance site but which have specific functionality in My Workspace. The specific functions of these tools in My Workspace are discussed below. The general functions which apply throughout Alliance are discussed in more depth in Section 6 of this manual.

My Workspace: Features: Project tabs and drop down menu

- Look toward the top of the My Workspace page. You'll see a tab labelled 'My Workspace'.
- A new user will see only this tab.
- Whenever you create or join more project sites you'll see more tabs - one for each project.
- Across the top of the page you can see up to 5 tabs.
- Once you get up to more than 5 projects, they will start to appear in the drop-down menu.
- Projects are usually listed alphabetically, so if you've joined a project and you can't see it in your tabs, check the drop down menu.
- You can reorder the list of tabs, by using the Preferences tool in My Workspace (see Section 2.1.10)

My Workspace: Tools: Membership

Membership is a useful tool specific to My Workspace.

This tool allows you to see and control the project sites you're a member of. It also lets you join any publicly listed project site across the ANU community.

Click on Membership to see the following:

- A list of all the sites you are currently a member of.
- An option to see a list of Joinable Sites.
- Once you have joined a new site, it is automatically listed on this page, and also in a Tab and/or the Drop Down Menu.

Tip: Before you do anything else in Alliance, join a very important project site called Alliance Support. This provides overview information, help forums and lots of user support. To join 'Alliance Support' site, visit <http://alliance.anu.edu.au/autoreg/help>.

My Workspace: Tools: Schedule

Schedule is a useful tool which can be applied to any project work site. In My Workspace, this tool also has a number of additional features:

- You can see all calendar events from all the project worksites you are a member of.
- You can import information from external calendars, such as Microsoft Outlook. (You can also do this in a project worksite, if you have maintenance privileges, but you need to select this option in the Permissions section of the Schedule tool).
- You can create events which are private to you.
- More information about how to use the Schedule tool can be found in Section 3.

My Workspace: Tools: Resources

Resources are a useful tool which can be applied to any project work site. In My Workspace, this tool also allows you to store resources which are private to you.

More information about how to use the Resources tool can be found in Section 3.

My Workspace: Tools: Announcements

Announcements are a useful tool which can be applied to any project work site. In My Workspace, the Announcements tool differs slightly from the standard tool you will use in a project worksite, in that:

- You don't need to create announcements (you are the sole user of My Workspace)
- You can see all the announcements from every project worksite you are a member of.

More information about how to use the Announcements tool can be found in Section 3.

My Workspace:Tools : Worksite setup

- Worksite Setup lists all worksites you are a member of.
- This page provides basic information on the nature, creator and origins of your worksites.
- Here you may revise/ alter settings of any worksite that you have Maintain-ACCESS for.
- You may also create or delete any worksites you have Maintain-ACCESS for.

My Workspace: Features: Preferences

Preferences allows you to set up and organize your choices regarding:

- "Low priority" notifications from your Alliance sites, such as Announcements, Email Archive and Resources. (All "high priority" Notifications are sent via email)
- Tabs of Project sites
- Time Zone and Language

My Workspace: Features: Account

- Account lists basic user information.
- Guest users from outside the ANU may change their password here.
- If you are a student, your UniID is printed on your student card, and should you forget your password you can go to AskANU (located in the Chifley Library building) and request that it be reset. If you are a staff member ask your Local IT Support Staff.

My Workspace: Features: Training and Support

Training and Support for Alliance is provided through various channels.

At the basic level:

- Watch the Overview Demonstration (7 min) - available on your 'My Workspace' homepage.
- Join the 'Alliance Support' worksite (join via My Workspace>Memberships>Joinable Sites, or just visit <http://alliance.anu.edu.au/autoreg/help>)
 - Once you are a member of 'Alliance Support', check the 'Feature Demos' page
 - Report all problems using the 'Forums' tool at 'Alliance Support' site
- Email alliancehelp@anu.edu.au
- Drop-in sessions, through ILP, to assist Alliance users to build work sites.

At the advanced level:

- Users are encouraged to access the 'Help' icon in the bottom of the left-hand Menu to trouble-shoot problems.
- Advanced users may check Sakaipedia (at <http://sakaiproject.org/>) for advanced trouble-shooting help from the Sakai community.

My Workspace: Features: Help

A detailed Help tool is provided by Sakai, which gives all users a self-help mechanism to resolve any issues. Sakai Help caters to the generic Sakai functionalities and tools upon which Alliance is based. As a result, users may see Help features for tools that are currently disabled in Alliance.

An overview of Alliance tools

Wiki

The Alliance Wiki tool functions very similarly to Wikipedia web pages. In Alliance, the Wiki tool sets up a sequence of pages which can be interlinked, easily edited and used to collaborate on specific projects as part of any worksite.

Wiki homepage

Click on Wiki to see the Wiki homepage. A Wiki Homepage provides the following:

- 'New wiki page' - which is used as a template for all your wiki pages.
- 'Contacts' - which lists the contacts for the wiki page.
- 'Recent changes' - which lists changes made to Wiki pages.

An overview of wiki pages

There are links at the top of every Wiki page. These are:

- Home - takes you to your Wiki Homepage
- View - lets you view the Wiki page
- Edit - allows you to edit the current Wiki page
- Info - allows you to set Permissions and Accessibility (Public or private) of the current Wiki page
- History - allows you to track evolving versions of the current Wiki page
- Watch - allows you to be notified of any modifications to the current Wiki page via email

There are two more icons on the Top Right, which are:

- Printer friendly Wiki page - creates a print-friendly version of the page
- RSS feed

Edit wiki pages

To Edit a wiki page, including the template, you first need to enter Edit mode:

- Click on the page you want to edit
- Click on Edit - this gives you an active interface for editing with. The page now appears with two main changes: an editing box, which has formatting tools (above) and on the right hand side, some Help Tips.
- Enter the text you want to appear on your page.
- Using the editing box you can format your text. You can modify text, create sub or superscript, choose styles of heading, format tables, add html links or insert images.
- For each formatting option shown in the editing box, you can also use basic html to format your page manually. e.g. underscore
- A guide to basic html is shown the Help Tips. These tell you the basic rules to format text or add other functions.
- When you are happy with your page, click 'Save'.
- To check the appearance of a page before you save it, click the Preview tab above the editing box.

Make new wiki pages

1. First, decide on a page name.
2. Edit your wiki page and type the name into your wiki page
3. Insert it into square brackets []. For example, if your page is called 'New Link' you would type the command [New Link]. This will create a new page in the wiki based on the default template. This page will be titled 'New Link'.
4. Click on Save.
5. Your typed page name will now be rendered in blue text, with a question mark after it. This indicates that a link has been created to the new page and it is ready to be edited.
6. Click on the link to access the new page.
7. Edit the new page.

Tip: Think carefully when naming new wiki pages. Once you create a new page, it can't be deleted from your wiki and the page name cannot be changed.

Share a wiki with a non-Alliance, public user

1. Click on the wiki page you want to share
2. Go to the Info tool
3. Change the Page Permissions to enable Public Reading and Editing
4. Save changes
5. Right click and Copy Link Location from Public View located under Feeds
6. You can now paste this URL link and invite public users to view your Wiki page

Tip: To enable a shorter URL, add 'Email Archive' tool to your site and choose a site email address. Then, your wiki can be accessed by using URL in form of:
<http://alliance.anu.edu.au/wiki/siteAlias/Home.html>

Multiple users using Wiki simultaneously

More than one user can be working in the Wiki at once. This makes it an ideal tool for developing collaborative documents.

However, if you're not careful it can get confusing with version changes.

There are a number of ways to deal with this:

- Working on the site simultaneously, using the Save and Overwrite functions effectively.
- Working on the site simultaneously and creating new pages for any sections under edit.
- Coordinate with other site members to advise each other when you are working on sections of the Wiki. Some people like to use Announcements to let everybody know when they are updating sections; others might use Blogger to keep a record of all the areas you are currently working on.

Resources

The Resources tool allows you to add a wide range of digital resources to your project site. It allows you to carry out a range of functions including: file uploading, creating folders, adding web links and creating HTML pages.

File uploading

You can upload any digital file (audio, video, Word, PPT, PDF, etc) to your worksite from your computer. To do so:

1. Click on Resources.
2. Select the folder you wish to upload a new resource to.
3. Select Add (drop down menu) and click on Upload Files.
4. Browse for the file you wish to upload (**max file size 20 MB**)

Once a file is uploaded, you may set a range of parameters on its use, including:

- Copyright status of the file
 - Access control (public or site members)
 - Availability for viewing within a particular time frame
 - Notification level for site members, enabling Alliance to send all site participants an email notifying them of the new file.
5. Once you have completed all desired fields, click 'Upload files now'.
The file will now appear in your Resources folder.

Create folders

To create folders to categorize different files:

1. Go to Add (drop down menu) and click on Create Folders
2. Enter a name for the folder
3. Click 'Create Folders Now'.

Upload and downloading multiple files and WebDAV access

WebDAV can be used to upload and download multiple files (or upload file greater than 20 MB). To do so:

1. Click on Resources, then click on Upload-Download Multiple Resources from the top links.
2. Follow the instructions.

Add web links

1. Go to Add (drop down menu) and click on Add Web Links (URLs).
2. Type the required URL and a name for the link.
3. Click 'Add Web Links Now'.

Create HTML pages

1. Go to Add (drop down menu) and click on Create HTML page.
2. Type the required text to go in the HTML page.
3. When complete, click on the Continue button.
4. Then check the HTML details and update the name and description fields.
5. Click on the Finish button.

Note: Once created, you may set Copyright status of the files as well as accessibility settings (public or site members). Files can be made available for viewing on a particular time frame as well. Also, if required, site members may be notified of the uploaded file via email.

Other Alliance tools include: forums, blogs, announcements, adding web content and schedules. For more detail on how to use these, or the above resources you can attend another training session or see the details below on where to find further help.

Forums

Forums is a useful tool for enabling discussion about different aspects of your project. Forums can:

- Keep a running record of all discussion topics.
- Allow all site participants to contribute to discussions and offer solutions.
- Be moderated or unmoderated.
- Give you an overview of who's saying what and how active they are as a participant.

Forums works as a hierarchical system of topics and messages. It allows you to easily follow different threads of conversation that are occurring simultaneously on a work site.

Add the Forum tool

1. Click on Site Info.
2. Go to the top menu.
3. Click on Edit Tools.
4. Click the check box next to Forum, and then click Continue at the bottom of the page.
5. On the next screen, click Finish.

Start a new Forum

1. Click on 'New Forum'.
2. Organize and order topics within a Forum using 'Organize'.
3. Moderation and Permission settings can be done using 'Template Settings'
4. Keep up with Forum statistics.
5. Tells you who has actively posted to Forums and how many messages they have posted.
6. If you click on their name it brings up a list of the messages they have posted.

Start a new Topic

1. Within a Forum use 'Add Topic'.
2. Alter Moderation and Permission settings using 'Template Settings'.
3. Upload any files related to your topic by using Add Attachments. Note that first, files must be uploaded to the Resources folder.

Continue a Thread

- To continue discussion of a topic, you may respond by using 'Reply'.
- Before posting a reply to a message you have to mark the message as read by manually clicking on the Envelope Icon.

Clog

The Collaborative Log Tool (called 'Clog' here) performs the function of an electronic journal. You can keep records of daily tasks and accomplishments here.

Add the Clog tool

1. Click on Site Info.
2. On the menu at the top (below the heading Site Info), click on Edit Tools.
3. Click the check box next to Clog, and then click Continue at the bottom of the page.
4. Check the summary of tools available on your site and click Finish to confirm.

How to upload clogs

- Once added, go to the Clog tool and click on 'Create New Post'.
- You may now add text, images, http links and upload files.

Create a post by adding a title (this must be longer than four characters) and adding some content. You can experiment with the rich text editor to learn what layout and formatting effects you can achieve. At any point you can click the 'Save as Draft' button to save your post for completion later.

To finish, either click 'Save as Draft' or 'Publish'. 'Save as Draft' will ensure that the post is only visible to yourself, even if previously published, whereas 'Publish' will make the post visible to all the members of the worksite.

You'll now be redirected to the home page where you'll be able to see your new post.

- Each clog entry may have its access restricted as 'PRIVATE' (can be viewed only by creator of clog) or 'SITE' (viewable to all site members).
- Clog allows tracking of versions and enables modifications to old versions, provision of comments, easy searching using keywords.

Announcements

The Announcements tools lets you view all the Announcements made for a worksite. This is an excellent way to send and read reminders sent to all site members.

Add the announcements tool

1. Click on Site Info.
2. Go to the top menu.
3. Click on Edit Tools.
4. Click the check box next to Announcements, and then click Continue at the bottom of the page.
5. On the next screen, click Finish.

Add new announcements

1. Click on Add.
2. Fill out the name and content of the Announcement.
 - Accessibility (public or site members) can be set.
 - Announcements can be made available for viewing in a particular time frame.
 - Files may be attached to go with the Announcement.
 - Email notification is possible to members of the site.

Merge announcements from different worksites

Announcements from many different worksites may be aggregated so they all appear on one site.

1. Click on Merge.
2. Select the required worksites.

Set preferences and permissions

- Display preferences for Announcements may be set by clicking on Options
- Permissions for Announcements in the worksite may be set by clicking on Permissions

Web content

Adding Web content to your site means you can:

- Link to any external page.
- Link to any internal page, e.g. resources, wiki pages.

Add an external web link to your project work site

1. Select your project site from the tabs at the top of the page, or your drop down menu.
2. Go to the left hand menu.
3. Click on Site Info.
4. Go to the top menu.
5. Click on Edit Tools.
6. Scroll down until you see Web Content.
7. Click on the check box to select Web Content.
 - A new page will open. You can now enter any URL (e.g. www.google.com) and name it any way you like.
 - You can choose to have web links open in a new window.

How to change an existing web link

1. Click on the site name in the left hand menu.
2. At the top of the page, click on Options. A new page will open showing the current web page.
3. Edit the details.
4. Click on the Update Options Button.

The details appearing in the left hand menu have now changed.

How to link to an internal Wiki page

1. Go to the left hand menu.
2. Click on Wiki.
3. Navigate to the Wiki page you want to show in the left hand menu.
4. Look at the top of the page for breadcrumbs (your navigation pathway). At the end of the trail you will see the name of the page you've got open.
5. Right click over the name.
6. Scroll down to Copy Link Location.
7. Go to left hand menu.
8. Click on Site Info.
9. Click on Manage Tools.
10. Check the Web Content box. A new page will open.
11. Right click in the address bar and scroll down to Paste Link Location. This will paste the copied URL.
12. Rename the page according to what you want it to say in the left hand menu (e.g. the name of your Wiki page, or an abbreviation if it's more than 25 characters).
13. Click Save.

The internal page will now appear in the list of Tools for your site, and also in the left hand menu.

How to link to an HTML file in resources

1. Go to Resources.
2. Select the HTML file you want to put into the left hand menu.
3. Click on the arrow next to the Actions button.
4. Select Edit Details and a new page will open.
5. Scroll down the page until you see where the URL for the resource is listed.
6. Click the 'Select URL (for copying)' link.
7. Right click over link and select copy.
8. Click on Site Info.
9. From the top menu, select Edit Tools.
10. From the list, select Web Content and click the Continue button at the bottom of the page.
11. On the next page, update the Title information and paste the URL into the source box.
12. Then click the Continue button.
13. On the next page, click on Finish.

Schedule

The Schedule tool allows you to organise events in your worksite. You may use this tool to schedule meetings, academic activities or let your site members know when you may be busy/away. The schedule tool has four main command features:

- Add
- Merge
- Fields
- Permissions

Add new Schedule events

1. Include new events to the schedule calendar by clicking on Add.
2. Input Event title, date, time, duration, message, frequency (repetition), type and location.
3. You may upload files using the Add Attachments.
4. Remember to Save Event.

Tip: It can be useful to merge the schedules from related project sites, to gain an overview of what's happening across your projects.

Merge schedules

1. Use Merge to view the cumulative schedules of different worksites.
2. Click on the requisite worksites and an aggregate calendar will appear.

Modify event fields

1. Use Fields to add an additional Event field (other than title, date, time, duration, message, frequency, type and location).
2. Type in a new Field name and click on Create Field.

Alter schedule permissions

Use the Permissions tool to alter user permissions to create, delete, revise and read Schedule events

Other aspects of Schedule

Worksite schedules may be viewed in four different ways

- Daily
- Weekly
- Monthly
- Yearly

Alternatively, events may be listed in a tabular form using the 'List of Events' function.

Print schedule events

The worksite schedule may be exported into a printer-friendly format (a .PDF file) by clicking on 'Printable version'.

Legend

There are 16 possible event types listed in the Legend. You may use any of these to categorize your event.

Quick guide to Alliance essentials

Joining and unjoining project sites

To join a project site:

1. Go to the left hand menu.
2. Click on Membership.
3. Review the page. It will show you any project sites you're currently a member of.
4. Click on the Joinable Sites link. This gives a list of all the public project sites at ANU.
5. Scroll down the list until you find the project you want.
6. Click on Join, which you'll see underneath the project title.
7. You're now joined up to that project worksite.
8. Go to the top of the page and click on My Current Worksites.

The new project site is now listed. Under the project title it also now gives you the option to Unjoin.

Look at the top of the page. You can see the project site now appears in a new tab at the top of the page, and also in the drop down menu.

To unjoin a project site:

1. Go to the left hand menu.
2. Click on Membership.
3. Look at the page. It will show you any project sites you're currently a member of.
4. Scroll down the list until you find the project you want to unjoin.
5. Click on Unjoin, which you'll see underneath the project title.
6. A new page will open. Click on Unjoin

You will be returned to the list of project sites, with a message appearing at the top confirming you are now unjoined from that project site.

Create your own project site

There are two possible types of sites you may create. For new users, including graduate students, it is recommended that you create a site based on a prescribed template. The other option is to build your own project site with your choice of tools (recommended for experienced users).

Get started with the Template-based project site:

1. Click on the My Workspace tab.
2. Go to Worksite Setup.
3. Click on New.
4. A new page will open called 'Worksite Setup'.
5. Select the 'project site'.
6. Click 'Continue'.
7. Enter a Site Title and Description, and then click Continue.
8. Set the Access Options for the site and click Continue.
9. Review the site details and then click on Create Site.

Get started with the Build-your-own project site:

1. Click on the My Workspace tab.
2. Go to Worksite Setup.
3. Click on New.
4. A new page will open called 'Creating A New Site'.
5. Select the Build-your-own project site option.
6. Click 'Continue'.

Set up project information

1. A new page will open called 'Project Information'. A number of information fields will appear. Note that some fields, such as giving it a title, are mandatory.
2. Enter the name of the project in the Site Title field.
3. Enter basic information describing the site in the Description fields. It is useful to fill in both the Description fields, especially if you plan to make this site publicly joinable. The Icon URL field gives you the option of uploading an icon to customise your project. For example, if you are starting a PhD network, and your research school has a logo which is stored on ANU servers, you can enter the URL of the image into this field.
4. Click 'Continue'.

Select tools for the Build-your-own project site

1. A new page will open called 'Tools'. There are 27 tools to choose from and these are listed on the page.
2. To select any tool, click on the relevant check box.
3. Click 'Continue'.

Tip: To start with, add only those tools you know you are going to use. You can always add more tools later, once you know how people are going to use your site.

Customise tools

- Some tools you might select are customisable, such as 'Web Content' and 'News'.
- If you've chosen these as tools, a new page will open for you to enter the URL details. These links will appear in the left hand menu of your project worksite. For more information on managing web content refer to Section 3.
- Once you've customised any tools, click 'Continue'.

Customise tool names

1. Click on Site Info.
2. Go to the top menu.
3. Click on Page Order.
4. Click the Edit Page Title icon next to the tool name you wish to edit.
5. Enter the next Tool Title.
6. Click on the green tick.
7. Click on the Save button at the bottom of the screen.

Set access permissions for your site

A new page will open called 'Set Site Access'. Here's where you set status of your project worksite, and whether you want to make this site joinable which allows people to add themselves to your site.

1. Under 'Site status', make sure 'Publish site' is selected (default). This enables you to see your site online.
2. Under 'Site Listing', you can set whether you want to include your in Alliance site directory.
3. You can also select the next option, 'Can be joined by anybody with authorisation to log in'. This means that anybody who is a local or guest user of Alliance will be able to join your site.
4. You can set different roles for people who self-join your site: observer, access, contributor, or maintain.
 - Observer role can read contents only. This is the least privilege.
 - Access role can read most contents and revise some contents as granted by the site maintainer.
 - Contributor role can read, revise, add, and delete most contents as granted by the site maintainer.
 - Maintain can read contents, revise, add, and delete both contents and participants in this site. Maintainers can do almost anything to this site, including deleting this site, remove other maintainers, and updating permissions for each tool.
5. Permissions can also be varied for certain tools of your worksite, such as Resources.
6. Click 'Continue'.

Confirm your setup

A new page will open called 'Confirm your site setup.'

1. Click 'Back' to make changes, or 'Cancel' to quit the setup process.
2. Click on 'Create site' to publish your new worksite.

Access a new site

The name of your new project site appears automatically in a tab at the top of the page OR in the drop down menu in the top right hand corner (if you are a member of 5 project sites or more).

To access any project site, select the name from the drop down list, or click on the tab.

Tip: Only invite trusted people to join a project site. A member of your site has access to some of your content, and can see all of the Joinable Sites at ANU.

Add participants

You can invite anybody to join a project site you have created, whether they're ANU users or external users.

1. Click on the project tab you want to add somebody to.
2. Click on the Site Info tab in the left hand menu.
3. Click on the Add Participants tool at the top of the page.
4. Enter the new participant's ANU email address (first.last@anu.edu.au) or their UniID (if a student or staff member at ANU). Non-ANU persons can be added by entering their email address in the bottom box.
5. If adding multiple new participants, you can enter them all simultaneously.
6. Indicate whether each new participant has the same role or differing roles.

7. Click Continue.
8. Allocate a role to the new participant: observer, access, contributor, or maintain
9. Click Continue.
10. Choose whether you want to notify the person via email that they've been added as a site participant. This is recommended.
11. Click Continue. Read the list of proposed participants.
12. When you are happy that the list is correct, click Finish.
The name of the new participant is automatically added to the Site Info page.

Tip: You can manage the membership of any project site by clicking on the Site Info tab of that project.

Delete a project site

You can delete a project site if you have 'maintain' access of the site.

1. Make sure you're in the My Workspace tab.
2. Go to Worksite Setup in the left hand menu.
3. Select the checkbox next to the site you want to delete.
4. Click 'Delete' at the top of the page.
5. A confirmation page will appear. Click 'Remove'.
The site has been removed.

Get help

There's a number of ways to get Help with using Alliance.

- Click on Help and Support in your left hand menu
- Click on the Blue Question Mark (?) which appears on most Alliance pages
- The Alliance Support site contains forums where users can start or contribute to discussions, post questions and suggest answers. To join this site, visit <http://alliance.anu.edu.au/help> and login using your UniID and ISIS/HORUS password
- Email alliancehelp@anu.edu.au
- Call the IT Services Desk on x54321

Tip: Need help? Use the Alliance self-help options first – it's a good way of learning the system and seeing how other people have solved the same problems.

Other resources

Training notes

To access the Information Literacy Program's training notes, visit the Research & learn webpage (anulib.anu.edu.au/research-learn) and select the skill area followed by the relevant course. You can register for a workshop and find other information.

Research & learning how-to guides

Explore and learn with the ANU Library's how-to guides.

- [EndNote](http://ql.anu.edu.au/endnote)
(ql.anu.edu.au/endnote)
- [Data Management](http://ql.anu.edu.au/data)
(ql.anu.edu.au/data)
- [NVivo](http://ql.anu.edu.au/nvivo)
(ql.anu.edu.au/nvivo)
- [Increasing your research impact](http://ql.anu.edu.au/impact)
(ql.anu.edu.au/impact)
- [Finding books and more](http://ql.anu.edu.au/books)
(ql.anu.edu.au/books)
- [Finding journal articles and more](http://ql.anu.edu.au/articles)
(ql.anu.edu.au/articles)
- [Finding theses](http://ql.anu.edu.au/theses)
(ql.anu.edu.au/theses)
- [Using Google scholar from off-campus](http://ql.anu.edu.au/scholar)
(ql.anu.edu.au/scholar)
- [Find it at ANU](http://ql.anu.edu.au/findit) (WebBridge)
(ql.anu.edu.au/findit)
- [Citations & abstracts](http://ql.anu.edu.au/citations)
(ql.anu.edu.au/citations)
- [Topic analysis](http://ql.anu.edu.au/analysis)
(ql.anu.edu.au/analysis)

Digital badges

Earn Digital Badges by completing the Library's online courses (*Search skills and strategies*, *EndNote: collect, curate, create* and *Increasing research impact*). Self-enrol by [logging in to Wattle](http://ql.anu.edu.au/badge) (ql.anu.edu.au/badge).

Online learning

Online learning is available through [ANU Pulse](http://ql.anu.edu.au/pulse) (ql.anu.edu.au/pulse), which can be accessed from both on and off campus by all ANU staff and students.

IT skills development modules

- Microsoft Office (Access, Excel, OneNote, Outlook, PowerPoint, Project, Visio, Word)
- Microsoft Office (Mac)
- Adobe suite (Illustrator, Photoshop)
- Other IT (Concepts of IT, FrontPage, Internet Explorer, Type IT, Windows)

Feedback!

Please provide feedback about today's workshop via an [online feedback form](http://ql.anu.edu.au/survey) (ql.anu.edu.au/survey)