

Granting Guest and Administrative Access

Note for Instructors and TFs: Authentication with an HUID/PIN is Required

1. Log in with your HUID and PIN. Click on the *Course Site Admin* link. This link is only visible to the site administrators; at the start of a course only the course instructor will be able to access this area. You can authorize others (TFs, co-instructors, support staff, etc.) to modify the website in the *People and Site Access* section.



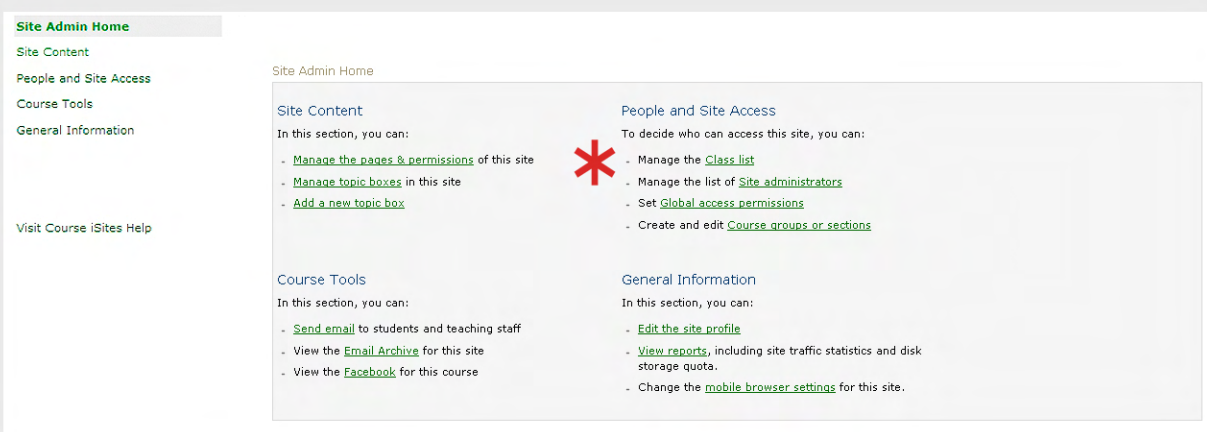
2. The *Site Admin Home* page is divided into four main areas:

+ **Site Content:** Create and manage Topic Boxes and pages for your course website.

+ **People and Site Access:** Manage and view the people associated with your course website. The *Class list* includes enrollees, course guests, teaching staff, and site administrators. In this area you can set the permissions for your website, as well as create and manage groups.

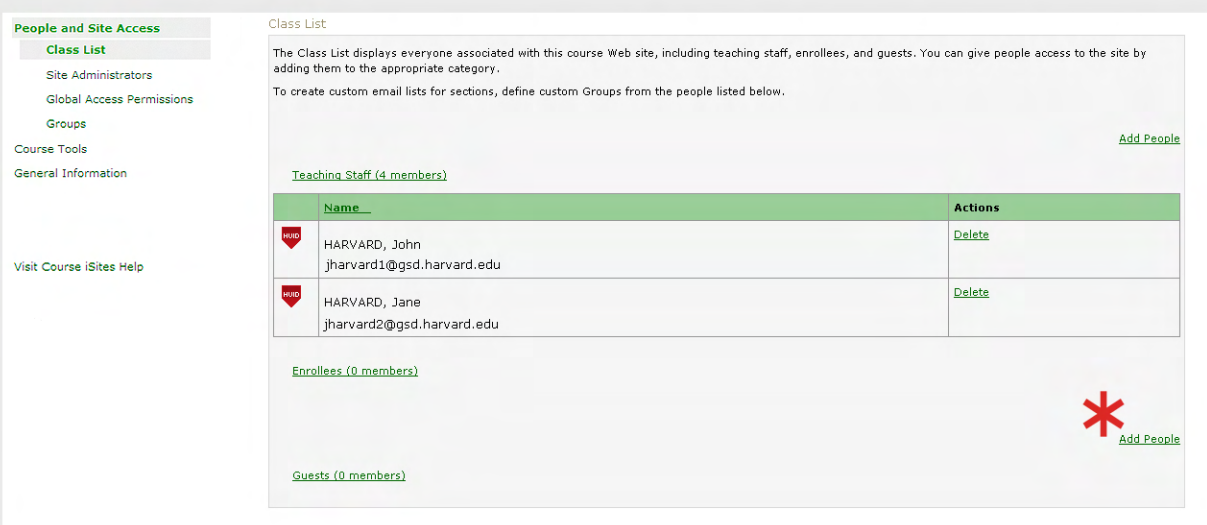
+ **Course Tools:** Email everyone associated with the course website here. You can also view and manage the *Emailbag*.

+ **General Information:** View your quota and website statistics. Edit the site profile which contains the site description and contact information.



3. Click on *Manage the Class list* to grant guest access to people not registered as students in your course.

4. The *Class list* page displays teaching staff, enrollees, and guests. To add a guest, click on the *Add People* link to the right of the guest list. Guests who do not have an HUID or Harvard-affiliated email address must self-register for an XID (<http://xid.harvard.edu>). Once they register, the course instructor can add them to the guest list by entering the email address they used to register their XID.



* Helpful Hints

The four main *Site Admin* pages are always available in the left-hand navigation bar within the *Course Site Admin* area. Content can be added to a course website without entering the Course Site Administration area; click on *Enter Design View* in the upper right hand corner of the screen for in-line page editing.