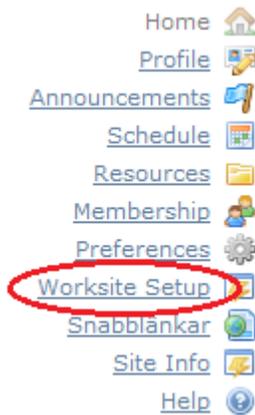
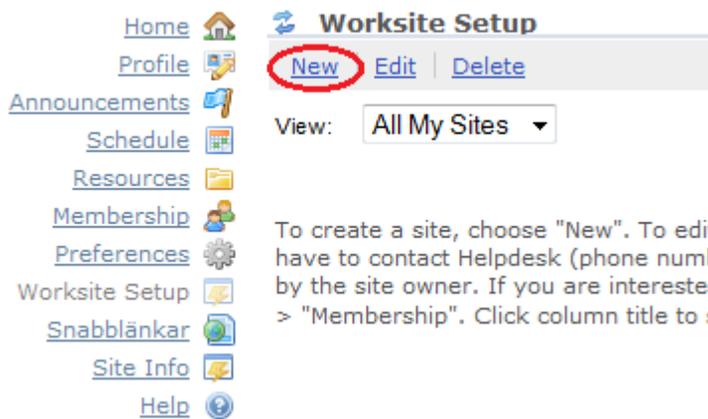


# Instructions for creating a new Mondo site



**Step 1: To start creating your new course site, choose *Worksite Setup* in the left menu.**



**Step 2: Choose *new* in the top panel.**

Home Profile Announcements Schedule Resources Membership Preferences Worksite Setup Snabblänkar Site Info Help

## Worksite Setup

### Site Type

Choose the type of site you want to create. Only instructors can create official sites. A **Build-Your-Own** site (as in previous versions of Mondo) comes pre-loaded with essential tools and functions. Please note, you can create multiple sites for a course. See [templates](#).

**kurssite**  
 \* Academic term: VT2012  
 Use template: (Eng) Focus on Collaboration  
 **projektsite**  
 Use template: (Eng) Focus on Collaboration

Continue Cancel

**Step 3: Click on the radio button for *kurssite* (course site), choose the academic term, and use a template if you want.**

Home Profile Announcements Schedule Resources Membership Preferences Worksite Setup Snabblänkar Site Info Help

## Worksite Setup

### Course/Section Information

#### Course/Section(s) Selection - VT2012

Please select the course/section(s) for which you would like to create a site. Make sure that you select the right course offering(s). Check the box to the left of the course code to include, as appropriate, first time registered (FFG), re-registered (OM) and continued registered (FO) students. You can choose to add or remove individual groups by marking or unmarking check boxes to the right. You may also add the group of admitted students (ANT), before actual registration, or to create a site without any course group.

\* If a course site already is created for this course group (by you or some other teacher/course administrator) there is a red star shown at the left checkbox, to the right of the course code. It is however possible to create several course sites from the same course offering.

Select	Site exists	Course Code	Course name	Your role	Course offering	Rosters				
						FFG	OM	FO	ANT	None
<input type="checkbox"/>		MO3004	Atmosfärens strålning och kemi	Lärare	MO3004-20121-omreg		<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>		MO3003	Atmosfärens termodynamik	Lärare	MO3003-20121-omreg		<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>		MO7016	Atmosfärkemi i en värld i förändring	Lärare	MO7016-20121-omreg		<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>		MO7013	Biogeokemiska kretslopp	Lärare	49147-20121-1	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		MO7013	Biogeokemiska kretslopp	Lärare	49148-20121-2	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		MO7014	Biogeokemiska kretslopp	Lärare	49149-20121-1	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		MO7014	Biogeokemiska kretslopp	Lärare	49150-20121-2	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		MO3006	Dynamisk meteorologi I	Lärare	MO3006-20121-omreg		<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>		MO3005	Fluiddynamik	Lärare	MO3005-20121-omreg		<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>	*	MO7015	Fysisk oceanografi	Lärare	49151-20121-1	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		MO7015	Fysisk oceanografi	Lärare	49152-20121-2	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		MO7006	Geofysisk strömningslära	Lärare	MO7006-20121-omreg		<input type="checkbox"/>			<input type="checkbox"/>

**Step 4: When you click *Continue* in the previous step, you will see a list of available courses. If you find your course here, continue to step #. If not, read the next step.**

<input type="checkbox"/>	*	MO7001	Praktisk meteorologi	Lärare	49169-20121-1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		MO7005	Turbulenta gränsskikt i atmosfär och hav	Lärare	MO7005-20121-omreg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		MO1005	Världens eko, orienteringskurs	Lärare	MO1005-20121-omreg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Continue Back Cancel

All Courses

Choose your department in the drop down menu below. The list that opens up shows all courses offered by the department for the chosen term. The checkboxes allow you to set your own role for the specific course, change roles or completely remove your role on a course.

Meteorologiska institutionen (MISU) ▾

Course code	Course name	Kursadministratör	Lärare
MO1004	Jordens klimat och klimatförändringar, orienteringskurs	<input type="checkbox"/>	<input type="checkbox"/>
MO1006	Jordens klimat och klimatförändringar, orienteringskurs	<input type="checkbox"/>	<input type="checkbox"/>
MO3001	Klimatsystemets fysik	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MO3007	Dynamisk meteorologi II	<input type="checkbox"/>	<input type="checkbox"/>
MO3008	Klimat och allmänna cirkulationen	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MO6001	Meteorologi, självständigt arbete	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MO7001	Praktisk meteorologi	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MO7008	Mesoskalig meteorologi	<input type="checkbox"/>	<input type="checkbox"/>
MO7009	Molnfysik på mikro- och makroskala	<input type="checkbox"/>	<input type="checkbox"/>
MO7011	Meteorologi, oceanografi och klimat, praktik	<input type="checkbox"/>	<input type="checkbox"/>
MO7012	Mellanatmosfären	<input type="checkbox"/>	<input type="checkbox"/>
MO7013	Biogeokemiska kretslopp	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MO7014	Biogeokemiska kretslopp	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MO7015	Fysisk oceanografi	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MO9001	Meteorologi, oceanografi och klimat, självständigt arbete	<input type="checkbox"/>	<input type="checkbox"/>
MO9002	Meteorologi, oceanografi och klimat, självständigt arbete	<input type="checkbox"/>	<input type="checkbox"/>
MO9003	Meteorologi, oceanografi och klimat, självständigt arbete	<input type="checkbox"/>	<input type="checkbox"/>

Save

**Step 5: If your course is not in the list above you have to scroll down and choose department. When you do this, you will get a new list of available courses. Find your course, mark the check-box for *lärare*, and click *Save*.**

<input type="checkbox"/>	MO7004	Numeriska metoder i meteorologi och oceanografi	Lärare	MO7004-20121-omreg	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	MO7010	Numeriska väderprognosmodeller	Lärare	MO7010-20121-omreg	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	MO1002	Oceanografins grunder, orienteringskurs	Lärare	MO1002-20121-omreg	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	*	MO7001	Praktisk meteorologi	Lärare	49169-20121-1	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	MO7005	Turbulenta gränsskikt i atmosfär och hav	Lärare	MO7005-20121-omreg	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	MO1005	Världens eko, orienteringskurs	Lärare	MO1005-20121-omreg	<input type="checkbox"/>	<input type="checkbox"/>

Continue Back Cancel

**Step 6: Fill the three leftmost of these four check-boxes and click *Continue*.**

## Worksite Setup

### Course Site Information

Enter basic information about the course site...

You are setting up a course site for the following roster(s):

49168-20121-1

[Remove](#)

\* Site Title

49168-20121-1

Description (displayed on the site's homepage)



This text will be shown on your site's "Home" page. You can **replace** it with your own text when you're in the "new site" setup phase (just delete it and type something of your own), or replace it once the site has been created by clicking the link Options/Inställningar above this text.

**This template contains the following tools:**

**Announcements:** post information or news as an announcement on the Mondo site. If you want to you can send the same information through e-mail to the students.

**Resources:** create or upload files for students to access, for instance presentation slides, references, course material and so on.

You can remove one or more of these tools once this site has been created, or add new tools if this basic tool set doesn't meet your requirements.

Short Description (displayed in public list of sites. Max 80 characters)

Site Contact Name

Kristoffer Hultgren

Site Contact Email

kristofferh@misu.su.se

[Continue](#)

[Back](#)

[Cancel](#)

**Step 7: Set the title of the site and write a description of the course. Click on *Continue*.**

## Worksite Setup

### Course Site Access

Set access options for your site...

Site Status

Publishing your site makes it available to the site participants.

Publish site

Global Access

Global access settings allow you to decide who has access to your site.

Your site can be accessed by those you add as participants. Would you

Private

Display in public site list (share public files / announcements / syllabus)

Can be joined by anyone with authorization to log in

Role for the cases above:  ▼

[Continue](#)

[Back](#)

[Cancel](#)

**Step 8: Choose to make the site *Private*. Click on *Continue*.**

Confirm Your Course Site Setup

Confirm your site setup selections...

Please review the following information about your site. If this information is correct, click Create Site. If you need to make changes, click the Back button at the bottom of the page. To make changes to this setup later, go to Site Info within your site.

You are setting up a class site that includes the following class/sections:

49168-20121-1

Site Title	49168-20121-1
Tools	Announcements Resources Site Info
Available To	Site participants only
Included on public sites list	No
Site Contact Name	Kristoffer Hultgren
Site Contact Email	kristofferh@misu.su.se
Short Description	No short description provided

Description

This text will be shown on your site's "Home" page. You can **replace** it with your own text when you're in the "new site" setup phase (just delete it and type something of your own), or replace it once the site has been created by clicking the link Options/Inställningar above this text.

This template contains the following tools:

**Announcements:** post information or news as an announcement on the Mondo site. If you want you can send the same information through e-mail to the students.

**Resources:** create or upload files for students to access, for instance presentation slides, references, course material and so on.

You can remove one or more of these tools once this site has been created, or add new tools if this basic tool set doesn't meet your requirements.

## Step 9: Review your site data and click on *Create Site*.



Home **Site Information Display**

[Schedule](#) [Options](#)

[Announcements](#) **MO7001 PMU (praktisk meteorologi) VT12**

[Resources](#) Denna kurs ger en inblick i de metoder som används i meteorologisk prognostjänst. Kursen tar upp principerna bakom olika observationsmetoder, manuella analyser och prognoser, numeriska väderprognoser och satellitbilder.

[Drop Box](#) Dessa kunskaper tillämpas i praktiska prognosövningar på olika tids- och rumsskalor. Kursen ges i samarbete med Uppsala universitet och flertalet av lärarna arbetar själva som prognosmeteorologer.

[Roster](#)

[Site Info](#) **Site Info** (circled in red)

[Forums](#)

[Help](#)

Users present:  
Kristoffer Hultgren

## Step 10: The site will now be created and show up in the top row. To further customize your site, click on *Site Info*.

## Site Info

[Edit Site Information](#) | [Edit Tools](#) | [Page Order](#) | [Add Participants](#) | [Edit Class Roster\(s\)](#) | [Manage Groups](#) | [Import from File](#)

MO7001 PMU

Term

VT2012

Roster(s) with site access

49169-20121-1-ant (MO7001)  
49169-20121-1 (MO7001)

Link to Course Description and Course Plan

<http://sisu.it.su.se/search>  
<http://sisu.it.su.se/search>

Site Contact and email

Kristoffer Hultgren, [kristof](#)

Available to

Site participants only

Display in public site list (share public files / announcements / syllabus)

Yes

Creation Date

Mar 6, 2012 9:44 am

Appearance

\*default\*

**Step 11: Next, choose *Edit Tools*.**

## Site Info

### Course Site Tools

Choose tools to include on your site...

<input checked="" type="checkbox"/>	Home (Home)	For viewing rece
<input checked="" type="checkbox"/>	Announcements (Announcements)	For posting curre
<input type="checkbox"/>	Assignments (Assignments)	For posting, subr
<input type="checkbox"/>	Blogs (Blogs)	Blog entries for :
<input type="checkbox"/>	Chat Room (Chat Room)	For real-time cor
<input checked="" type="checkbox"/>	Drop Box (Drop Box)	For private file s
<input type="checkbox"/>	Email Archive (Email Archive)	For viewing ema
<input checked="" type="checkbox"/>	Forums (Forums)	Display forums a
<input type="checkbox"/>	Gradebook (Gradebook)	For storing and c
<input type="checkbox"/>	Messages (Messages)	Display message
<input type="checkbox"/>	Modules (Modules)	Modules - Melete
<input type="checkbox"/>	News (News)	For viewing cont
<input type="checkbox"/>	Podcasts (Podcasts)	For managing in
<input type="checkbox"/>	Polls (Polls)	For anonymous p
<input checked="" type="checkbox"/>	Resources (Resources)	For posting docu
<input checked="" type="checkbox"/>	Roster (Roster)	For viewing the s
<input checked="" type="checkbox"/>	Schedule (Schedule)	For posting and v
<input type="checkbox"/>	Search (Search)	For searching co
<input type="checkbox"/>	Section Info (Section Info)	For managing se
<input checked="" type="checkbox"/>	Site Info (Site Info)	For showing wor
<input type="checkbox"/>	Site Stats (Site Stats)	For showing site
<input type="checkbox"/>	Syllabus (Syllabus)	For posting a sur
<input type="checkbox"/>	Tests & Quizzes (Tests & Quizzes)	For creating and
<input type="checkbox"/>	Web Content (Web Content)	For accessing an
<input type="checkbox"/>	Wiki (Wiki)	For collaborative

[Continue](#)

[Cancel](#)

**Step 12: In the list of tools available, make sure the ones of your choice are selected. Common tools are the ones checked in the figure.**

## Site Info

[Edit Site Information](#) | [Edit Tools](#) | [Page Order](#) | [Add Participants](#) | [Edit Class Roster\(s\)](#) | [Manage Groups](#) | [Manage Access](#) | [Import from File](#)

MO7001 PMU

Term	VT2012
Roster(s) with site access	49169-20121-1-ant (MO7001) 49169-20121-1 (MO7001)
Link to Course Description and Course Plan	<a href="http://sisu.it.su.se/search/info/MO7001">http://sisu.it.su.se/search/info/MO7001</a> <a href="http://sisu.it.su.se/search/info/MO7001">http://sisu.it.su.se/search/info/MO7001</a>
Site Contact and email	Kristoffer Hultgren, <a href="mailto:kristofferh@misu.su.se">kristofferh@misu.su.se</a>
Available to	Site participants only
Display in public site list (share public files / announcements / syllabus)	Yes
Creation Date	Mar 6, 2012 9:44 am
Appearance	*default*

**Step 13: If you have followed the steps correctly, the participants to your site will be added automatically when they register for the course. If you wish to add further participants, such as teachers, click on *Add Participants* under *Site Info*.**

## Site Info

Lägg till deltagare

Studenter registrerade på kursen

Registrerade studenter kommer automatiskt att bli deltagare när du lägger till din kurs deltagarlista på sajten.

Gå till Site Info/Sajtinformation > Edit Roster/Redigera deltagarlista > Add Roster/Lägg till deltagarlista för att lägga till din deltagarlista om du inte redan gjort det.

Note: Below you have to give the username + @domain.

For employees and students registered at Stockholm University this consist of the username of the university account + domain, e.g. abab43@su.se. For an external user with a guest identity from Stockholm university, add @guest.su.se to the participants username.



Notera att du kan lägga till flera deltagare genom att sätta dem på separata rader (utan kommatecken).

Roller för deltagare

- Tildela alla deltagare samma roll
- Tildela varje deltagare en roll individuellt

[Fortsätt](#) [Avbryt](#)

**Step 14: In the following text area, list the participants to be added by entering their user name of the university account, e.g. [abab43@su.se](mailto:abab43@su.se). To add guests, you will have to create a guest account (if it doesn't exist) and enter their guest identity as [abab43@guest.su.se](mailto:abab43@guest.su.se).**

## Site Info

---

Välj en roll för deltagarna

Du måste välja en roll för deltagarna du lägger till.

Roller

- Student (Can read content, and add content to a site where appropriate.)
- Gäst
- Assistent (Can read, add, and revise most content in their sections.)
- Kursadministratör
- Lärare (Can read, revise, delete and add both content and participants to a site.)

**Step 15: When the new participants are added, give them their appropriate role and you're done!**

**If you need further support on how to create or use the Mondo pages, you are always welcome to contact Kristoffer Hultgren by e-mail: [kristofferh@misu.su.se](mailto:kristofferh@misu.su.se) or by person in room C626.**