

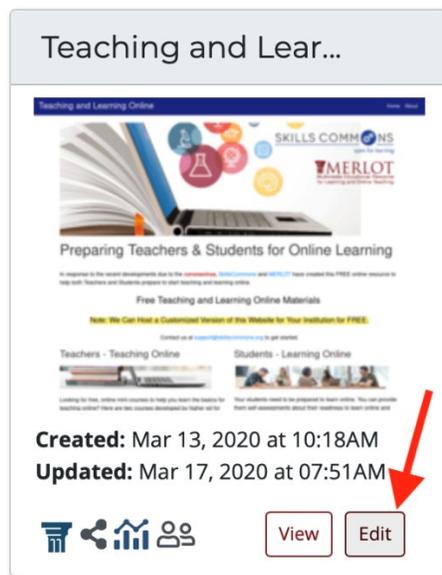
Teaching and Learning Online Content Builder Site Access

How-to to Request this Content Builder site and Customize you own copy

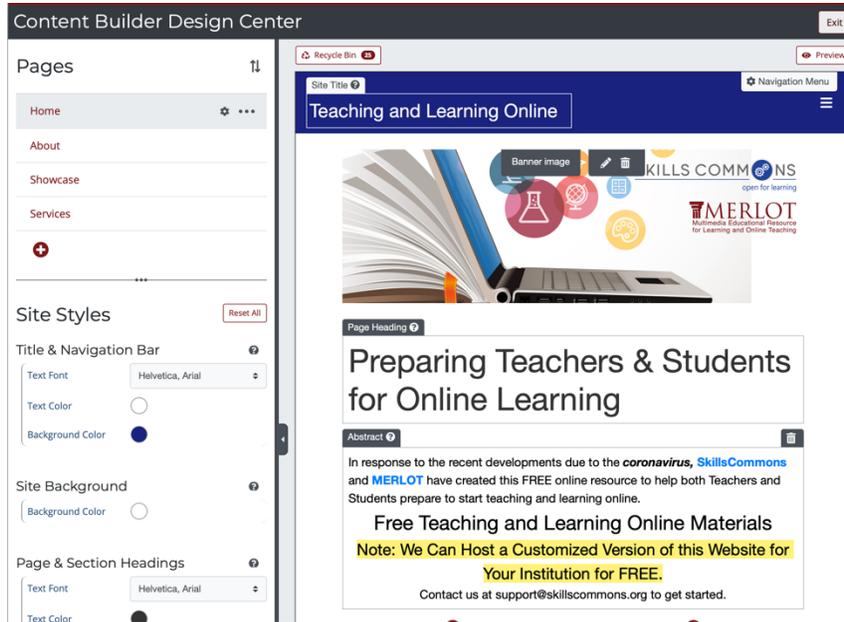
1. Please send a request to support@skillscommons.org and include the MERLOT member's email address that you want the copy of the website sent to.
2. Once you have received an email confirming your copy of the website, login to MERLOT and click on your Member Profile to get a drop-down menu and then click on "My Content Builder" within the drop-down list.



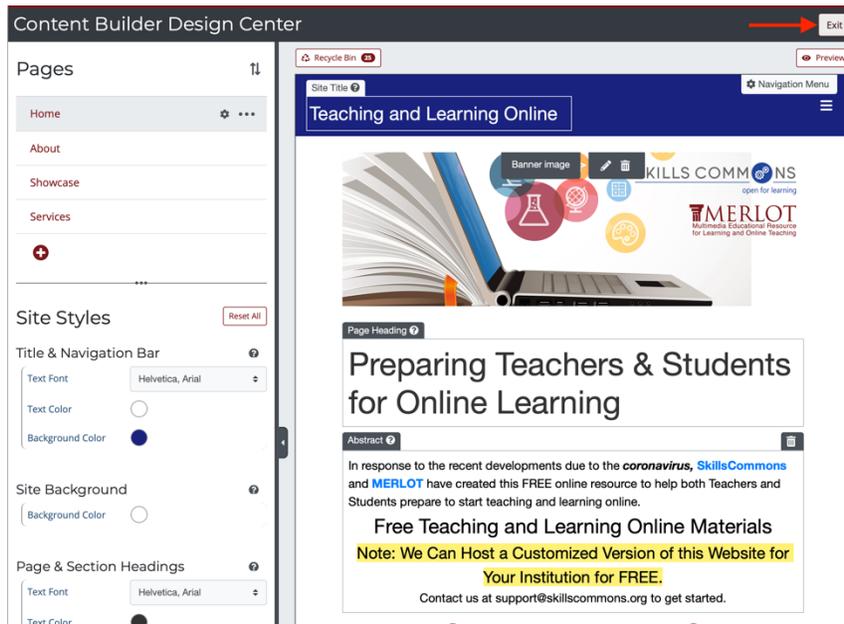
3. Find the website within "My Sites" and click on the edit button.



4. Edit the site as you wish.



5. When you are finished editing the site, click Exit in the top right corner of the page.



6. Next, make it public at least so you can share it with colleagues.

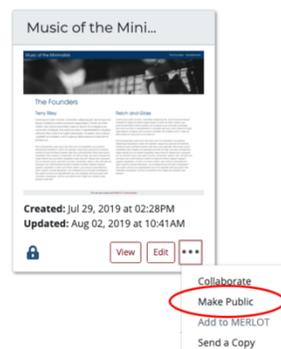
Making Your Site Public



When you make a MERLOT Content Builder website public, it's given a unique URL that is viewable by anyone and can be [easily shared](#).

In order to make it public, you are required to give it a Creative Commons license. It may also be indexed by search engines when made public. [Learn more about Creative Commons licenses here](#).

To make your Site public, from the Content Builder Main Menu, select **Make Public** under the **More** dropdown for the site you want to make public.



For more detailed instructions, including a video tutorial, on how to make your site public, please click this link: [Making Your Site Public](#)

Got Questions? Contact Us at
support@skillscommons.org