

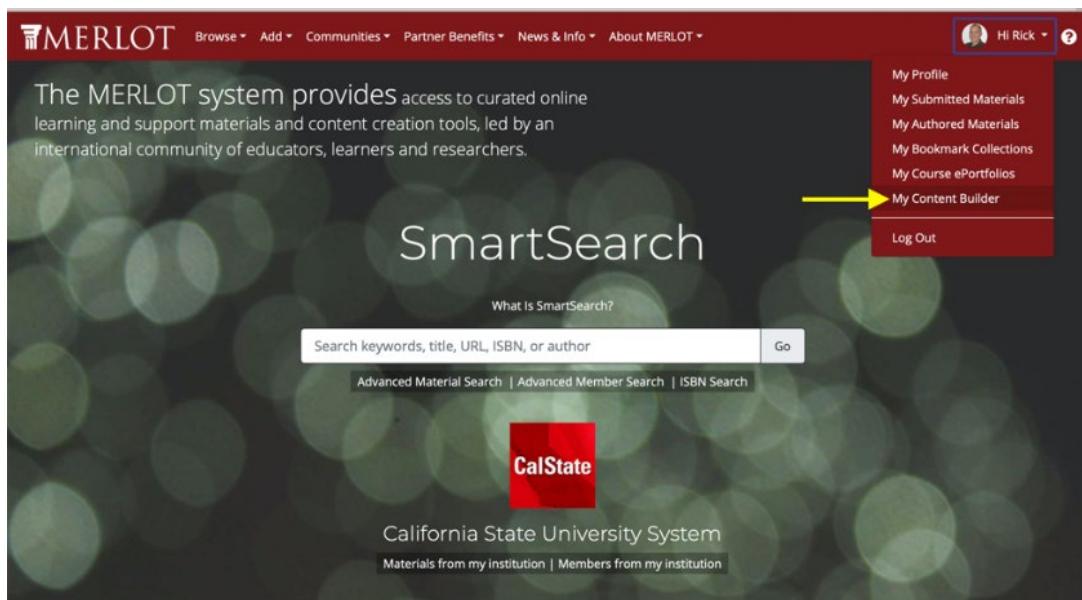
Teaching and Learning Online Content Builder Site Access

OVERVIEW of how to request a MERLOT Content Builder site & customize you own copy

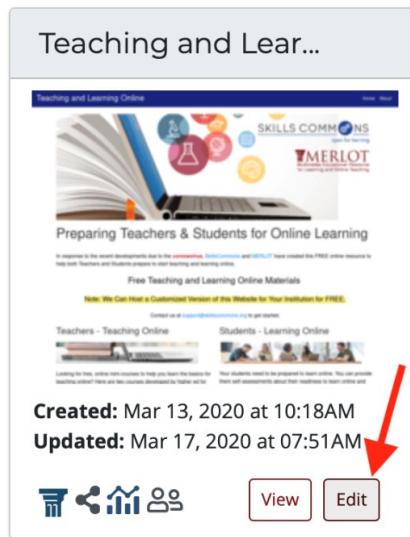
1. Request a copy and a template website will be sent to your MERLOT account.
2. You can edit the template as you wish in a private workspace.
3. You make your website public so others can see it.
4. You catalog your website in MERLOT so others can easily find it.

The DETAILS on how to request a Content Builder site & customize you own copy

1. Please send a request to support@skillscommons.org for the Teaching and Learning Online Content Builder website 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.

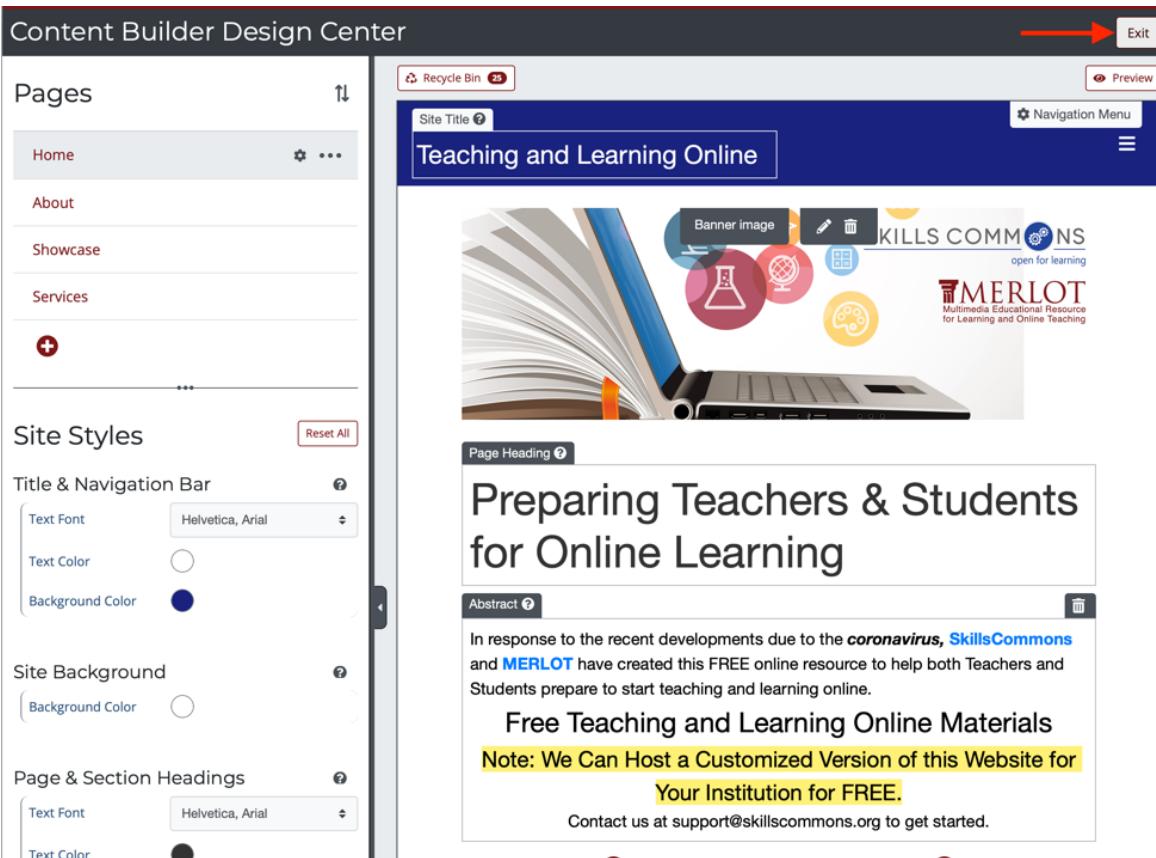


3. **Find the website within "My Sites" and click on the edit button.** The MERLOT Content Builder Design Center will open up for you.



4. **Edit the site as you wish.** You can add headings, media, text, and more by clicking on the “add buttons” (+). You can change the color scheme and general layout with the controls on the left side of the website.

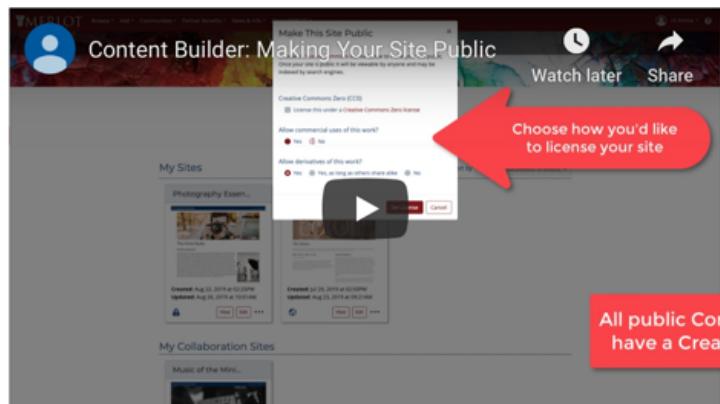
- When you are finished editing the site, click **Exit** in the top right corner of the page.



The screenshot shows the Content Builder Design Center interface. On the left, the 'Pages' section lists 'Home', 'About', 'Showcase', and 'Services'. Below it, the 'Site Styles' section includes 'Title & Navigation Bar' (Text Font: Helvetica, Arial, Text Color: light blue, Background Color: dark blue), 'Site Background' (Background Color: light blue), and 'Page & Section Headings' (Text Font: Helvetica, Arial, Text Color: black). The main preview area shows a banner image of an open book and a laptop, with the 'SKILLS COMMONS' and 'MERLOT' logos. The page heading 'Preparing Teachers & Students for Online Learning' is displayed, along with an abstract text about the coronavirus and a note about hosting a customized version of the website for free.

6. **Next, make it public so you can share it with colleagues.** When you make your site public, it will now have a stable URL that you can share with your colleagues and they will be able to directly view your website.

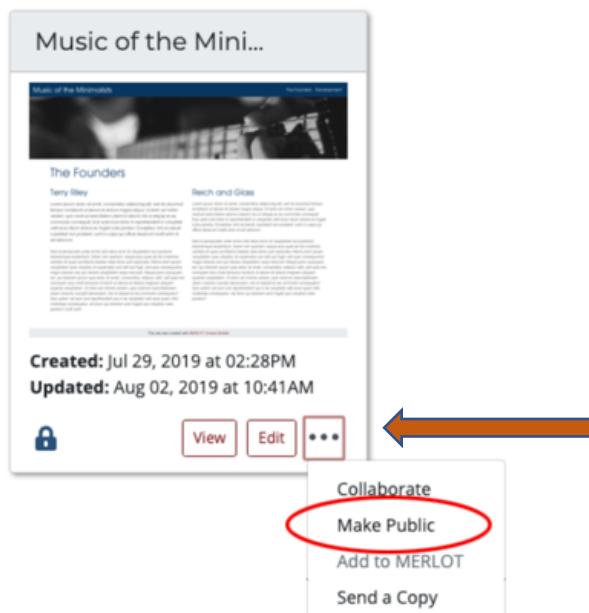
Making Your Site Public



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](#)

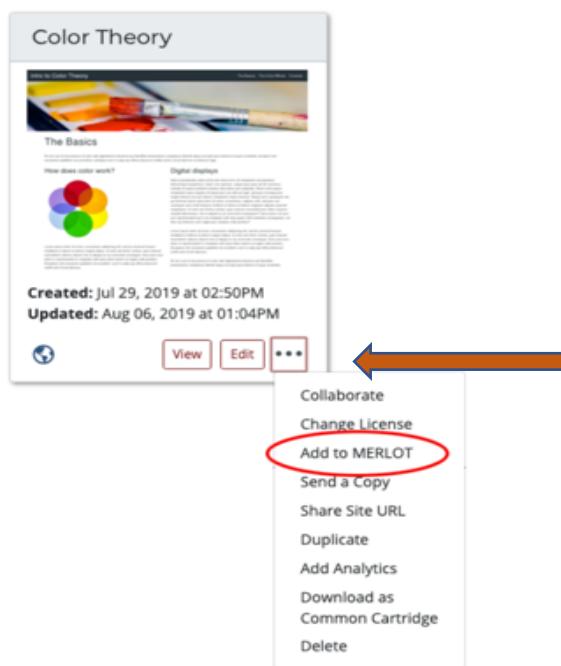
7. **Add your website in MERLOT so others can easily find it.** By adding it to the MERLOT library, people can find it, share it, comment on it, add it to their collections, and more.

Adding Your Site to MERLOT



You can add your site to the MERLOT Collection once its made public. This makes it discoverable by tens of thousands of MERLOT users.

To add your Site to MERLOT, from the Main Menu, select **Add to MERLOT** under the **More** dropdown . Remember, if you haven't made your site public, the Add to MERLOT option will be grayed out.



This will take you to the Add to MERLOT form, where you can enter all the metadata about your Content Builder Site. You will notice that the URL field is already populated. Here's more on [Adding a Material to MERLOT](#).

After the material is added to MERLOT, the icon on the site card in the Main Menu will change to a MERLOT icon [icon].

8. When you add your website to the MERLOT library, **you need to fill out an online form describing your website.** Below are some samples and recommendations of information for adding your website.

- **Title:** Include your institution or organization's name
- **Description:** In response to the COVID 19 pandemic and higher education (as well as K-12 education) moving to online instruction, **YOUR INSTITUTION** has leveraged the website created by MERLOT and SkillsCommons to help our faculty find FREE and easy to use instructional resources and guidelines, virtual labs and eportfolios of faculty who have used virtual labs to replace wet labs in STEM, tools and tutorials for student to assess their readiness for online instruction, online resources to support online learning during apprenticeships and internships, and more. The website also provide a way to communicate with the **YOUR INSTITUTION'S** community members.
- **Key words:** **YOUR INSTITUTION's NAME**, MERLOT, Virtual Labs, Online Teaching and Learning, Student Readiness for Online Learning, COVID 19, SkillsCommons, corona virus, preparing online courses,
- **Disciplines:** Academic Support Services/Hybrid and Online Course Development; Academic Support Services/Open Education
- **Material Type:** Collection
- **Primary Audience:** High School, College General Ed, College Lower Division, College Upper Division
- **Source Available:** Yes
- **Cost:** No
- **Is Accessibility Information Available?** Yes
- **Creative Commons:** Yes
- **Creative Commons Zero (CC0):** Don't check
- **Allow commercial uses of this work?** Yes
- **Allow derivatives of this work?** Yes

For more detailed instructions, including a video tutorial, on how to add your website to MERLOT, please click this link: [Adding Your Site to MERLOT](#)

Got Questions? Contact Us at
[**support@skillscommons.org**](mailto:support@skillscommons.org)