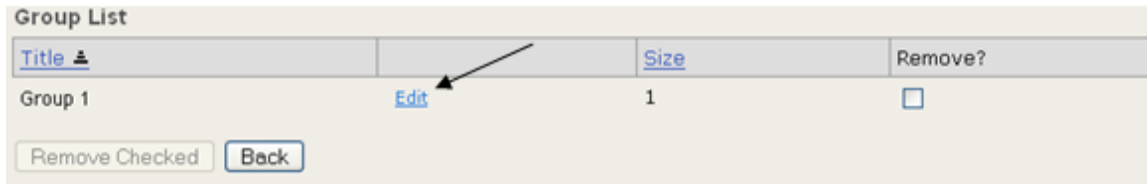


Revising an Existing Group

To revise a group, follow these steps:

1. After accessing the Group List screen, click the **Edit** link for the group you want to revise.



2. Make the desired changes following the instructions in [Adding a New Group](#).

Removing a Group

To remove a group, follow these steps:

1. After accessing the Group List screen, select the **Remove** check box next to the group you want to delete.



2. To remove this group, click **Remove Checked**. Or, to return to the Group List page without removing a group, click **Back**.

If you clicked **Remove Checked**, the CLE displays a confirmation screen.

3. To confirm the removal, click **Remove**. Or, to return to the Group List screen without removing a group, click **Cancel**.

Managing Access

The Site Editor allows you to control access to your site. To manage access to the site, go to the Site Editor tool and follow these steps:

1. If you do not see the Site Editor menu bar, click the **Reset** button.
2. Click **Manage Access** on the menu bar. The CLE displays the Change Access screen

Change Access for English 105 01 F10

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 once it is published.
Your site can be accessed by those you add as participants. Would you like others to have access to your site?
Display in public site list (share public files / announcements / syllabus)

Can be joined by anyone with authorization to log in
Role for people that join site: Please select a role: ▼

- To make your site available to students or other site participants, check **Publish site** in the Site Status area. Clearing the **Publish site** box removes your site from student or participant view.

Note: You may want to unpublish a site while you are working on its content or after a term has ended. Only you (the site owner) will be able to access it, even if the site has other participants.

- To make your site accessible to the public, check **Can be joined by anyone with authorization to log in** box in the Global Access area.

Warning: It is not advisable to make a course site joinable.

- Select a default role for all users who choose to join the site.

Note: If the default role is not appropriate for a given user, you may change his or her role at any time. For more information, see [Changing a Participant's Role and Status](#).

Global Access

Your site can be accessed by those you add as participants. Would you like others to have access to your site?

Can be joined by anyone with authorization to log in

Role for people that join site: Please select a role: ▼

Please select a role:
Guest
Instructor
Student
Teaching Assistant
Tech Support

- To save your changes, click **Update**. The CLE displays the Site Editor home page again. Or, to return to the Site Editor home page without making the changes, click **Cancel**.