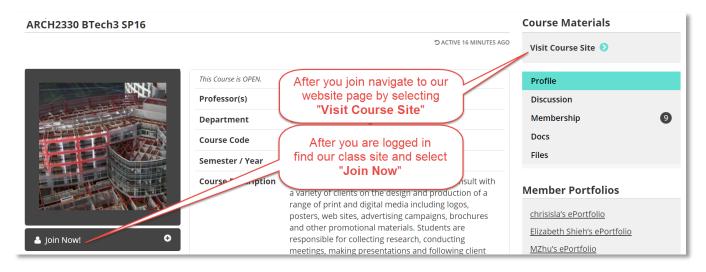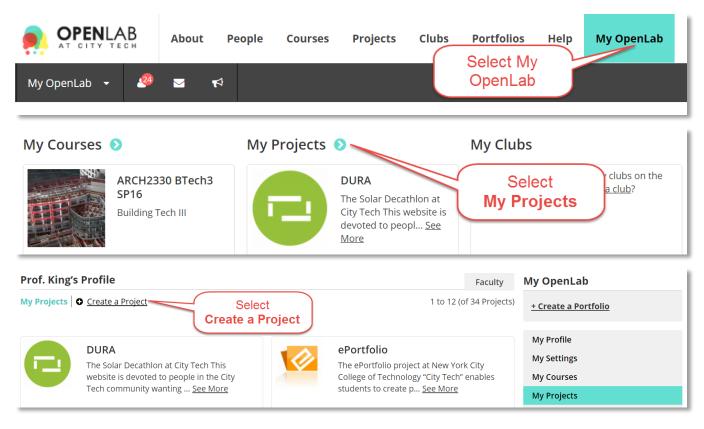**Join our class site:** Navigate to the class site & select "Join Now" to become a member. When you create your team sites you will repeat this for the team "Project Website". You will only see "Join Me" if you are logged in and if you are not already a member of the site. For your own sites you will not see "Join Me".
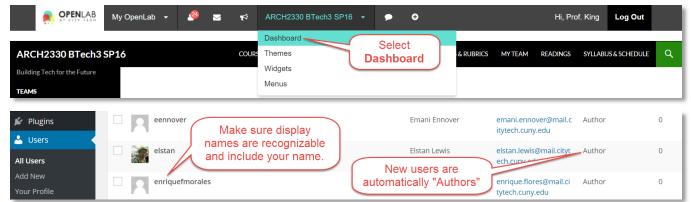

Create a team site: After you login select "**My OpenLab**" from the top of the webpage. On the net page select "**My Projects**" and then select "**Create a Project**". Fill out the form and create you team site.

Join the Site: The Team member who created the site is the first administrator of the site. All other teammates must join the site and then the first team member will change their status to Administrator. All team members are to be Administrators.

Change Role to…:   After all team members have joined the site – the first team member who is the site administrator should make all team members "Administrators". The Dashboard to modify the site will now show additional options after this is done.

Promote to Admin: Under Course Profile > Membership > Select **Promote to Admin**

Roles: User Roles determine what someone can and cannot do

Subscriber   *Can only manage their own profile*

Contributor   *Can write and edit their own posts – but cannot publish them*

Author   *Can publish and manage their own posts*

Editor   *Can edit and publish both their own posts and the posts of others*

Administrator   *Has access to all functions within a given site.*