

how do i... Embed a Research Coach??

-frequently asked questions about Koala Connection-
INSTRUCTIONS

1. Access your course
2. Click the **CONTEXT MANAGER** link (left side, under the listing of pages)
3. Click **PERMISSIONS**
4. Click the blue **ADD A ROLE** link (left side)
5. Name this role "Research Coach"
6. Then Click the blue **ADD INDIVIDUAL USERS** link (a small window will open)
7. Search for the librarians-as you find them, click their name and push the **ADD** button. When you are done adding users, please click the **OK** button. (This small window will close)
8. Click the **SAVE** button (the window will refresh and you will see the role listed with no permissions boxes checked)
9. Check the pages you want the Research coach to see, & click the **SAVE** button. Checking these boxes will allow the research coach to see your pages.
 - a. NOTE: If you want to allow the user to have access to and edit all pages, be sure to check **Can Admin**. If you click **Can Admin**, the person will have administrative access to ALL pages.

Role	Can Admin	Can View Page:						
		Attendance	Collaboration	Course Information	Coursework	Gradebook	Main Page	Syllabus
Faculty	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Library Research Coach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

10. Scroll to the bottom and press exit
11. On the main page press **Edit Page** in the top right corner
12. Click the **Content** tab (second tab over)
13. Click **Add a portlet** (blue hyperlink at the bottom)
14. From the list, check **Custom Content**. When you select Custom Content, the word changes to a field where you can type. Type "Research Coach"
15. Scroll to the bottom and press **Add Portlets to page**
16. Scroll to the bottom and press **Exit**
17. Find your new **Research Coach portlet** & press the wrench in the top right corner of the portlet

Research Coach



There is no content in this portlet.

You can add content in the following way(s):

[Create Content](#)

18. Click the **Permissions** tab (last tab)
19. Check **All Operations** next to your Research Coach role
20. Scroll to the bottom and press **Save**
21. Scroll to the bottom and press **Exit**
22. Copy the URL in the address bar
23. Email the URL to the Research Coach

Customize page Main Page

Properties Content Layout Permissions

Select the portlet(s) you want to add to the page. Name can contain letters, digits, spaces, single quote

Available Portlets
<input type="checkbox"/> Academic Information
<input type="checkbox"/> Advisor Meetings
<input type="checkbox"/> All My Courses
<input type="checkbox"/> Announcements
<input type="checkbox"/> Blog
<input type="checkbox"/> Bookmarks
<input type="checkbox"/> Browse
<input type="checkbox"/> Bulletin Boards
<input type="checkbox"/> Calendar
<input type="checkbox"/> Course History
<input type="checkbox"/> Course Needs
<input type="checkbox"/> Course Schedules
<input type="checkbox"/> Course Search
<input checked="" type="checkbox"/> Custom Content
<input type="checkbox"/> Degree Audit Portlet
<input type="checkbox"/> Forums
<input type="checkbox"/> GPA Projection
<input type="checkbox"/> Grade Report
<input type="checkbox"/> Handouts