

## Content Repository

Course iSites includes a content repository for accessing topic boxes from your current site, other sites you own (sites where serve as a site administrator), and topic boxes that have been made accessible to your site through sharing from another course iSite.

### Adding an unpublished topic box on your site from the content repository:

- Go to the page where you want to add the topic box.
- Click **Modify this Page** to open the Design View
- Under **Content**, click the **Add from Repository** tab located at the bottom of the content pane
- Expand **My Topics**, you will see **Current Site** as an option
- Expand **Current Site** and you will see the pages of your site listed. **Unpublished Topics** appears at the bottom of the listing. These are topic boxes which only appear in the repository for the site.
- Expand **Unpublished Topics**, and locate the topic box you wish to add.
- Click on the topic box and a preview of it will appear.
- Click **Add to Page**
- Set the topic access permissions.

### Adding a topic box from another page of your site using the content repository:

- Go to the page where you want to add the topic.
- Click **Modify this Page** to open the Design View
- Under **Content**, click the **Add from Repository** tab located at the bottom of the content pane
- Expand **My Topics**, you will see **Current Site** as an option
- Expand **Current Site** and you will see the pages of your site listed
- Locate the page where the topic box you want to add resides and click to expand the page.
- Click on the topic box you wish to add and a preview of it will appear.
- Click **Add to Page** to publish this topic box to the page or click **Copy and Add to Page** to duplicate this topic box, creating a new version that can be edited independent of the original, and add this version to the page.
- Set the topic access permissions.

*Note: If you selected Add to Page in the preceding step, adjusting the topic access permissions here, adjusts these permissions for the topic box wherever it appears. The topic box is a single version that is published to multiple places; any edits affect the topic box wherever it appears.*

### Adding a topic box from another site you own:

- Go to the page where you want to add the topic box.
- Click **Modify this Page** to open the Design View
- Under **Content**, click the **Add from Repository** tab located at the bottom of the content pane
- Expand **My Topics**, you will see **My Other Sites** as an option
- Expand **My Other Sites** and you will see a list of the other sites you own.
- Expand **My Other Sites**, and locate the course iSite which contains the topic box you wish to add.
- Click on the Course iSite which contains the topic box and the pages of that site will appear.
- Locate the page which contains the topic box and click on it to expand it.
- Click on the topic box and a preview will appear.
- Click **Copy and Add to Page**. This creates a new version of this topic box and adds this new version to your site. *Note: Clicking Add to Page would share this topic box with the original site. Any edits made to this topic box would affect both the topic on your current site and the originating site. You can select this option instead, if this is what you intend.*
- Set the topic access permissions.

### Available Topics

Site administrators from other sites can share topics that can be published onto your course iSite. These shared topic boxes are available in the content repository under **Available topics**. You do not have the ability to edit these shared topic boxes as others control the content. Some examples of shared topic boxes include the Library e-Resources topic box maintained by the library, or the Course Video Help topic box maintained by LTC.

### Adding a topic box that has been shared with your site:

- Go to the page where you want to add the topic.
- Click **Modify this Page** to open the Design View
- Under **Content**, click the **Add from Repository** tab located at the bottom of the content pane
- Expand **My Topics**, you will see **Available Topics** as an option
- Expand **Available Topics** and you will see a list of the other course iSites that have made topic boxes accessible to your site (*i.e. HGSE –Share which includes topic boxes that have been shared to all HGSE Course iSites*).
- Locate the course iSite which contains the topic you wish to add.
- Click on the Course iSite which contains the topic and the pages of that site will appear.
- Locate the page which contains the topic and click on it. A preview of the topic will appear.
- Click Add to Page
- The topic box retains the topic box access permissions assigned to it on the originating site.