CIG Information

The CIG Information tool, sometimes called the Site Info tool, provides information about the CIG or site you are in. It allows system administrators and CIG coordinators with the role of maintainer to make changes to the structure and access of their site using the following options. If your role on that site is "maintain", you can use this tool to make changes to information about the site, tools, and access to the CIG. You can also publish the CIG to make it available to users by using this tool.

Key concepts
CIG Information displays a participant list, so that you can edit access to your site. It also displays a list of tools available on the site, which you may add or remove.

Things to consider
The following functions are available for “maintain” level users to employ in modifying the CIG or creating a new one.

- **Edit Site Information** – Allows changes to the text of the description of the site, contact information associated with the site, or display of an icon URL inside the site. Follow the steps below to edit information about a site:
  1. Log in and click the tab for the site you want to edit.
  2. In the menubar, click Site Info.
  3. Click the Edit CIG Information button.
  4. Enter your changes in the text boxes next to each field, or select the appropriate choices from the drop-down menus.
  5. To save your changes, click Continue and then at the confirmation screen, click Finish. To cancel your changes, click Cancel.

- **Edit Tools** – Used to add or remove tools from the site. Click Edit Tools and select the tools you want included in the CIG. You may use this tool to rename the CIG Matrix, provide an email address for the Email Archive tool and supply a URL for the Web Content tool.

- **Site Access** – In order for access-level users to see the site, the Publish Site radio button must be checked. To grant global access to a CIG, follow these steps:
  - In the menubar of the course or project site, click CIG Information.
  - Click Site Access.
  - Set access controls for your site as follows:
    - Determine whether or not you want the CIG listed in the directory.