Quick Start for Collaboration Overview.............................................................................................................3

Objectives ............................................................................................................................................................3

The UVaCollab Gateway .......................................................................................................................................4

Log Into UVaCollab ...............................................................................................................................................4

About The My Workspace Site ...........................................................................................................................5

Create a Collaboration Site ..................................................................................................................................6

Worksite Setup ....................................................................................................................................................6

Select a Site Type ..................................................................................................................................................6

Configure Site Information ...................................................................................................................................7

Tools.....................................................................................................................................................................8

Configure Tools ....................................................................................................................................................8

Set Site Access .....................................................................................................................................................8

Confirm Your Site Setup......................................................................................................................................8

Next Steps..........................................................................................................................................................9

Learn More ..........................................................................................................................................................10

Built-in Help .......................................................................................................................................................10

Contact a Consultant ..........................................................................................................................................10
QUICK START FOR COLLABORATION OVERVIEW

The UVaCollab Quick Start Series for Collaborations is designed to assist in the creation, setup, and use of collaboration sites in UVaCollab. Two guides have been developed to help you get started with these fundamental processes:

- Create a collaboration site;
- Use basic collaboration site features.

These guides provide the foundation for using UVaCollab to enhance and support collaboration.

OBJECTIVES

The Create a Collaboration Site quick start guide will familiarize you with the steps to:

- Access the UVaCollab Gateway;
- Log into UVaCollab; and
- Create and set up a new collaboration site.

IMPORTANT CONSIDERATIONS

Firefox, Internet Explorer, and Safari are the only recommended browsers for the best experience in UVaCollab.

To avoid unexpected results, do not use the browser navigation (Back and Forward buttons) while logged into UVaCollab. Instead, use the built-in navigation features.

Browser cookies and javascript must be enabled in your web browser in order to log into and use features in UVaCollab.
THE UVACOLLAB GATEWAY

Access the UVaCollab Gateway by browsing to http://collab.virginia.edu. You may also access the Gateway features while logged into UVaCollab by clicking the Gateway link found in the footer of every screen.

The UVaCollab Gateway has a set of features to Welcome you to the system, e.g., share News of system features, changes, and planned downtimes, present UVa-specific help in the FAQ (Frequently Asked Questions), view Demo Schedules, and access the publicly-viewable Sites directory. Before logging in, take a moment to browse the features found on the Gateway Welcome page and in the left menu bar.

LOG INTO UVACOLLAB

University of Virginia faculty, staff, and students will use their UVa computing account ID and password or a personal digital certificate to log into UVaCollab via Netbadge. If you are not sure that you have an active computing account or don’t remember your account password, contact the ITC Help Desk at 434-924-4357 or 4-HELP (on-grounds) or the toll-free number, 866-469-4866, for assistance.

To log into UVaCollab:

2. Click the UVa Login button found in the upper right corner of the Welcome page. You will be redirected to NetBadge to authenticate.
3. Enter your **NetBadge authentication information** (use either your UVa personal digital certificate or your UVa computing account ID and password credentials). NetBadge will verify your authentication credentials and log you into UVaCollab.

4. By default, you will be in your **My Workspace** site.

**ABOUT THE MY WORKSPACE SITE**

*My Workspace* is a special site that is private to each individual. It is always the first site of access when logging into UVaCollab. *My Workspace* has special features not found in other sites that allow you to set **Preferences**, customize **tabs**, view aggregated **Announcements** and **Schedules** from all of your sites, create a **Profile**, and create and manage your **Worksites**.
CREATE A COLLABORATION SITE

The workflow for creating a new collaboration site in UVaCollab is presented on several screens to walk you through the site creation process. This section follows the workflow presented during the site setup.

WORKSITE SETUP

1. From the My Workspace site menu bar, select Worksite Setup.
2. At the top of the Worksite Setup page, click New.

SELECT A SITE TYPE

3. On the Site Type screen, click the collaboration worksite radio button.
4. Click Continue
5. On the Site Information screen, enter a Site Title. This field is limited to twenty characters.
6. Enter a long and/or short description for your site. The long description will appear on your site’s Home page.
7. Click Continue.
8. On the **Tools** screen, several commonly-used tools are pre-selected to add to your site:
   - **Home** - displays the site description and recent announcements.
   - **Announcements** - for posting time-critical announcements to your site
   - **Discussion & Private Messages** - full-featured discussion tool
   - **Resources** – upload and access site files and materials
   - **Schedule** - a calendar feature for posting class deadlines and events
   - **Site Email** - site email address and message archive
   - **Site Info** - for site configuration and management tasks

9. Check or uncheck tools in the list to customize the tools for your site.
10. To add the selected tools to your site, click the **Continue** button at the bottom of the screen.

### Configure Tools

11. If you selected the **Site Email**, **News**, and/or **Web Content** tool on the **Tools** selection screen, the **Configure Tools** screen is displayed to configure these tools.
12. The site email address will be pre-filled with the **Site Title** information from the first page of the site creation process. You may change this address, but it must be unique.

### Set Site Access

13. On the **Site Access** screen, the option to **Publish site** is selected by default. A published site is accessible to enrolled students and others you add to the site.
14. Under the **Global Access** section of the Site Access screen, leave **Private** as the default to prevent a listing in the public **Sites Directory** available from the **Gateway** tools menu.
15. Click the **Continue** button.

### Confirm Your Site Setup

16. On the **Confirm Your Site Setup** screen, review your site information.
17. If changes are needed, click the **Back** button. Otherwise, click the **Create Site** button to create your site.
18. To access your new site, click the **site tab** that appears in the site tab navigation bar. It may be necessary to refresh the browser window to display the new site tab.
NEXT STEPS

This concludes the guide to Create a Collaboration Site. To create additional sites, repeat the steps in this guide, as needed.

You may now proceed to the next Quick Start Guide for Using Basic Features in a Site.
QUICK START FOR COLLABORATION: CREATE A COLLABORATION SITE

collab.virginia.edu

LEARN MORE

BUILT-IN HELP

For complete help documentation on using features in UVaCollab, refer to the built-in HELP. HELP is accessed from each site’s menu bar.

CONTACT A CONSULTANT

If you have questions or encounter problems using features in UVaCollab, send email to collab-support@virginia.edu for assistance.