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QUICK START FOR COURSES OVERVIEW

Quick Start Series for Courses is designed to assist instructors in the creation, setup, and use of online course sites in UVaCollab. Two guides have been developed to help faculty get started with these fundamental processes:

- Create a course site
- Use basic course site features

These guides provide the foundation for using UVaCollab to enhance and support classroom instruction as well as to deliver distance-learning courses.

OBJECTIVES

The Using Basic Course Site Features guide will familiarize instructors with the steps to:

- Manually add participants to your site;
- Post a syllabus to your site and make one or more syllabus items available in the Student Information System (SIS);
- View and print student roster(s), including photos;
- Send email to your class; and
- Upload files to your site’s Resources.

NAVIGATING TO YOUR COURSE SITE

You may navigate to your UVaCollab course sites in one of several ways:

- Expand a folder in the My Courses tool on the My Workspace > Home page to click the link to your site
- Locate and click the tab for a site in the site tab navigation bar that spans across the top of the screen
- Click the More Sites tab to find your site in the list of all of your active sites organized by term
- Search for and access your site by its title in My Workspace > Worksite Setup

CUSTOMIZE SITE TABS

Site tabs may be re-ordered or hidden using My Workspace > Preferences > Customize Tabs.

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) 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.
SITE ORGANIZATION AND MANAGEMENT

SITE STRUCTURE

By default, access to content in your site is organized using tools that appear in a menu at the left of the site window. Click on a tool in the menu to access and use its features for activities in your site.

In order to streamline the learning experience for your students, you can use certain tools as portals through which they can access materials stored throughout your site. The best tools for this task are the Lessons tool (re-labeled as Activities in the Activities Grid site template or Weeks in the Activities Menu site template) and the Syllabus tool.

Both tools allow you to link to content and activities from a single page in your site. However, each tool provides a distinct teaching and learning experience. Some of the more notable differences include:

- **Lessons**
  - The ability to add sub-sections and sub-pages to the main page, in order to better organize your content
  - The ability to create individual units (organized as weeks; chapters; topics; etc.) that can be found in the tools menu for easy navigation
  - The ability to hide access to pages or sections until specific dates have passed, or specific actions have been completed

- **Syllabus**
  - The ability to organize your content into an expandable list
  - The ability to quickly create multiple items according to a specific number of items needed, or the dates and times associated with the course
  - The ability to automatically add items to calendar (if the Schedule tool has been added to the site)

If you select one of the Activities course templates when you create your site, you’ll see that they’ve been configured to use the Lessons (Activities) tool as a portal. For example, some tools are automatically hidden from student view, so that their access to the content within those tools is controlled by the instructor. These capabilities offer instructors maximum control over the design of their courses in order to enhance the learning experience for students.
SITE INFO FOR SITE MANAGEMENT

The **Site Info** tool is a permanent feature in your site (it cannot be removed) and is used for site management tasks, such as:

A. Editing the site title, description, and contact information (**Edit Site Information**)
B. Modifying the available set of tools (**Edit Tools**)
C. Reordering, renaming, and/or hiding/showing tools (**Page Order**)
D. Manually adding participants (**Add Participants**)
E. Adding or removing official course rosters (**Edit Class Roster(s)**)
F. Creating ad hoc groups (**Manage Groups**)
G. Creating a navigation link to another (parent) site for the instructor (**Link to Parent Site**)
H. Publishing (or un-publishing) your site (**Manage Access**)
I. Duplicating your site to re-use the current site structure and content to create a new site (**Duplicate Site**)
J. Importing materials and/or participants from another site (**Import from Site**)
K. Viewing a history of when participants were added to or removed from your site, or when their roles were modified (**User Audit Log**)

![UVaCollab Site: Site Info](image)
Quick Start Series: Using Basic Course Site Features

Adding Participants

Adding Officially Enrolled Students

Students who register for your course in the Student Information System (SIS) automatically become participants in your site via the course roster that you add to the site. Enrollment changes in SIS are reflected in UVaCollab after an overnight update.

Go to Site Info > Edit Class Roster > Add Class Roster to add your course roster(s) now, if you haven't already.

Manually Adding Participants

To manually add participants to your course site, such as secondary instructors or guest lecturers, follow these steps:

1. In your site, click Site Info.
2. Click Add Participants.
3. For UVa participants, in the UVa Email ID(s) text box, type (or paste) the participant’s UVa computing ID. To add more than one UVa participant, enter each ID on a separate line.
4. For non-UVa participants, enter non-UVa email addresses, one per line, into the Non-UVa Participants text box.
5. Under Participant Roles, choose the option to either Assign all participants to the same role or Assign each participant a role individually.
6. For Participant Status choose Active or Inactive.
7. Click Continue.
CHOOSE A ROLE FOR PARTICIPANTS

Choose an appropriate role for those you manually add to your site. Ideally, only the person creating the site should be in the Instructor role, since this role has full permissions to view all student-submitted content and grades and manage the site; these permissions include the ability to delete the site.

8. **Assign roles** to new participants as appropriate.

   Course sites use the Instructor, Secondary Instructor, Teaching Assistant, Former Student, and Student roles to manage access and permissions to features in the site.

   See the online UVaCollab Help topic on Default Roles and Permissions for more information.

9. Click **Continue**.

NEW SITE NOTIFICATION

On the New Site Notification screen, you have the option to send an automated email notice to the new participant(s) to welcome them to the site.

10. Select **Send Now** to send this email notice or accept the default (Don’t Send) to skip this step.

11. Click **Continue**.

CONFIRM ADD PARTICIPANT(S)

12. Confirm that the information for the participant(s) is correct and click **Finish**.

13. The new participants are added to the site and appear in the list of participants that is displayed on the main Site Info screen in your site.
POSTING YOUR SYLLABUS

Use the *Syllabus* tool to create one or more syllabus items in your site. It is strongly recommended that instructors use the *Syllabus* tool to post at least two syllabus items: one that appears in SIS (and also in your site) and provides a general description of the course, and another that appears only in your site and outlines the course in more detail. These items are included by default if you use one of the UVaCollab course site templates to create your site; if you prefer to build your own site, you can add them manually.

EDITING DEFAULT SYLLABUS ITEMS IN SITE TEMPLATES

If you use one of the UVaCollab course site templates to create your site, you’ll find two default syllabus items in the *Syllabus* tool that are ready for you to edit and post with your syllabus content: **Full Syllabus** and **Course Description (for SIS)**.

Access settings to these pre-existing syllabus items have been pre-configured to make one item only visible to students in your site and another that is accessible to any students from SIS as well as to students enrolled in your course as described below:

- **Full Syllabus**: this syllabus item appears only to students and other participants in your course site. The Access setting for this item is set to *Site Participants Only*.

- **Course Description (for SIS)**: this syllabus item should provide a course overview for the benefit of students who are registering for courses in the Student Information System (SIS). Access settings for this item are set to *World Readable* by default, but can be changed to *UVa Only*. An official course roster must be added to the site in order for this item to display in SIS.

To edit default syllabus items:

1. In the left menu of your course site, click *Syllabus*.
2. On the main *Syllabus* screen, click the *Edit* button, or click on the edit icon next to the item you wish to edit.
3. If you wish, you can change the title of the item to make it unique to your course, e.g., *[Insert Course Title] Description*.  

**SYLLABUS LINK UPDATES IN SIS**

The process to update UVaCollab syllabus links in SIS runs nightly, so syllabus items added to a course site and configured for SIS access will not be displayed in SIS until the following day.
4. Click in the editor window to begin typing your syllabus or course description, or copy and paste from an existing file into the editor.

5. Select the desired Access setting. For Full Syllabus, the default setting is Site Participants Only; for Course Description (for SIS), the default setting is WorldReadable.

6. If you prefer to add your syllabus or course description as an attachment (or if you’d like to attach another file), click the Add attachments button located below the editor.

7. To make the syllabus or course description visible, click the Post button at the bottom of the screen. To save it as a draft, click the Save Draft button.
ADDING NEW SYLLABUS ITEMS

To create and post new syllabus items to your site using the built-in editor feature, follow the steps below:

1. In the left menu of your course site, click Syllabus.
2. On the main Syllabus screen, click the Add button.
3. On the Add Item/s screen, enter a title for your item(s), and specify if you’d like to create one or more. If you’d like to create multiple items at once, there are two ways to do so:
   1. To create a specific number of items, select Create syllabus items by number of items needed, specify the number of items, and click Continue.
   2. To create items according to the meeting dates and times of your course, select Create syllabus items by dates, enter the appropriate information, and click Continue. If you’ve added the Schedule tool to your site and you select this option, you can also add your items directly to the calendar by selecting Display dates on calendar.

4. If you create a single item, after clicking Continue on the Add Item/s screen you’ll move directly to the Edit Syllabus Items screen, where you can edit that item. If you create multiple items, you’ll move to the Syllabus Items screen, where you can select which item you’d like to edit (by clicking on the edit icon next to its name).
5. In the item editor, type or copy and paste your item content.
6. Select the desired Access setting (World Readable; UVa Only; or Site Participants Only).
7. If you’d like to attach any files to the item, click the Add attachments button.
8. If you’d like the associate any dates with the item, or if you’d like it to appear in the calendar in the Schedule tool (if it’s installed in your site), make the appropriate selections.
9. To make the item visible to the other participants in the site, click Post. To save without posting, click Save Draft.
VIEWING AND PRINTING CLASS ROSTER(S)

Instructors, Secondary Instructors, and Teaching Assistants may use the Roster tool to view and print class roster(s), with or without photos. Note that students do not have permission to view roster data in the Roster tool.

The Roster tool has two views:

- **Overview**: list of participant names, user IDs, email addresses, and site roles; and
- **Pictures**: view that includes official student photos.

A Print to PDF format option is available in both the Overview and Pictures view. The option to Export the roster to a format compatible with Excel is available only in the Overview.

Filtering options allow you to View a single roster (if multiple rosters have been added to your site) or Find and view data for a particular student or participant in the site.

SENDING EMAIL TO YOUR CLASS

You may send an email to all of the participants of your site by using the site email address created when you set up your site.

1. To locate your site email address, click Site Email in the left menu of your course site.
2. Click on the linked email address to launch a new compose window in your computer’s default email software OR copy and paste the site email address into your favorite email software to compose and send an email message.

Messages sent to the site email address are delivered to the email accounts of all site participants and a copy of the message is stored in the Site Email tool of your UVaCollab site.
UPLOADING FILES TO RESOURCES

Use the Resources tool to upload and share files of course materials with your students and other site participants. After uploading files, you may link to them from the Activities grid or Activities menu.

UPLOAD FILES VIA DRAG & DROP

You can quickly and easily upload many new files at once by dragging the selected files from your computer onto the Drag & Drop page.

1. Click Resources in the left menu bar of your course site.
2. Next to the folder to which you want to add a file, select Upload Files from the Add menu.
3. Drag files from your computer and drop them in the box marked Drop files to upload. You can also click in the box to select files from your computer. Thumbnails of the files to be uploaded will display in the box.
4. Click Continue to upload the files.
SINGLE FILE UPLOAD

To use the traditional method of uploading individual files instead, you can **Switch to File Browser Upload**.

1. On the *Resources* page, locate the folder to which you want to add a file. Click on the *Add* button and select *Upload Files*.
2. Click **Switch to File Browser Upload**?

3. Click **Browse**... to find the appropriate file on your computer or network.
4. Select the file and click **Open**.
5. In the *Display Name* text box, type a name for the file. If you don’t add a display name, the filename will be used.
6. To upload more than one file, click **Add Another File**.
7. Next to the *Email Notification* drop-down list, select the **High – All Participants** option to send an email notice to all site participants that a resource has been added to the site. The default setting is configured for no email notification.
8. Click **Upload Files Now** to finish.
UPLOADING MULTIPLE FILES/FOLDERS USING WEBDAV

The WebDAV protocol enables participants in UVaCollab sites to create a window on their desktop connecting to a site’s Resources. Using this window, a participant may upload and download multiple files and folders between the WebDAV site window and desktop using the computer’s drag-and-drop capability.

Each Resources tool in UVaCollab has a unique WebDAV URL, so these steps must be followed for each site to which you want to connect with WebDAV.

1. Click Resources in the left menu bar of your course site.

2. Click the WebDAV Instructions button.

3. Highlight and copy the WebDAV site URL found on the WebDAV Instructions screen, then follow the Setting up WebDAV for... instructions found further down on the screen that apply to your computer’s operating system.

CYBERDUCK FOR WEBDAV

Cyberduck is a recommended free utility that can be downloaded and installed on any operating system to setup and use WebDAV.
4. At the completion of WebDAV setup on your computer, you will be prompted for your username and password credentials to access your site Resources using WebDAV. Use the same credentials that you use to log into UVaCollab.

5. Once a WebDAV connection is established, you will be able to drag and drop multiple files and folders into the Resources of your course site.
SUMMARY

This concludes the guide on Using Basic Course Site Features in UVaCollab. For guidelines on using more advanced features, such as Assignments, Gradebook, and Tests & Quizzes, refer to these user guides in the online FAQ or attend an Advanced Tutorial (see the Demo Schedule for session dates and times and to sign up).

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 menubar.

ATTEND A TUTORIAL DEMO

If you are new to UVaCollab, we recommend that you attend a demo to become acquainted with features and learn tips and tricks for putting them to best use for your group or course. View the DEMO SCHEDULE available from the Gateway (login) page left menubar.

CONTACT A CONSULTANT

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