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The UVaCollab 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 Create a Course Site Quick Start guide will familiarize instructors with the steps to:

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

**IMPORTANT CONSIDERATIONS**

Firefox, Internet Explorer, and Safari are the 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, share News of system features, changes, and planned downtimes, present UVa-specific help in the FAQ (Frequently Asked Questions), provide access to Textbook Order forms, 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 menubar.

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. 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, access the online Course Evaluations system, and create and manage your Worksites.

My Workspace Resources

My Workspace > Resources can be used as a personal repository for content. It is also the destination for files exported from Scan & Score.

The My Courses tool, which is located in the top right of your My Workspace > Home, is an easy way to access your course sites. Click on the semester folder to see the rosters and the corresponding sites. If there is a UVaCollab site listed, click on the link to access the site. If there is not a site listed, then there is not currently a UVaCollab site available for this course.
CREATE A COURSE SITE

You should create a course site in UVaCollab for each of the courses for which you are the official instructor, combining multiple section rosters as needed. During site setup, you will be able to add your official class roster(s) to your site.

You can create a new site in one of two ways:

- **A Template-Based** site (recommended) streamlines the site creation process and improves the presentation and organization of content to site participants. Templates are pre-loaded with essential tools and functions. For more information, please visit the Template-Based Site FAQ page.

- **A Build-Your-Own** option lets you choose site tools. Please note, you may add or remove tools in any site, once created.

The workflow for creating a new site in UVaCollab is presented on the following pages to walk you through the site creation process. The Template-Based course site creation has 3 steps; Add Course Roster(s), Enter Course Site Information, and Configure Course Site Tools. The Build-Your-Own option has a few more customization steps.

WORKSITE SETUP

1. From the My Workspace site menubar, select **Worksites Setup**.
2. At the top of the Worksite Setup page, click **New**.
CREATE A NEW COURSE SITE FROM A TEMPLATE

3. By default, the Create site from template radio button will be selected.
4. Click the arrow beside Course to select one of the preconfigured site templates.

You can choose from the available templates, course - Basic, course - Activities Grid, or course - Activities Menu

5. Select the correct Academic Term from the list.
6. Click the Go to roster selection button to continue.

BUILD YOUR OWN COURSE SITE

If you do not want to use one of the pre-configured course site templates, you can build your own course site.

1. On the Site Type page, select the Build your own site radio button.
2. Choose Course Site.
3. Select the correct Academic Term from the list.
4. Click Continue.
ADD COURSE ROSTER(S)

1. On the next Course/Section Information screen, select the course roster(s) to be included in the site by checking the appropriate boxes.
2. Click Continue.

ADDING MULTIPLE ROSTERS

For cross-listed courses or to combine lecture and discussion sections in a single site, check all rosters that apply.

CLASS INFORMATION

1. On the Course Site Information screen, the Site Title is pre-filled with information from the roster. You may modify this title, but you are limited to twenty-five characters.
2. Enter a long and/or short description for your site. The long description box will contain data fields for you to populate. This information will appear on your site's home page.
3. To make your new site appear in the second tab position on your UVaCollab site tab navigation bar, leave the option to Set as 2nd Tab checked. To disable this option, uncheck the box.
4. Click Continue.

ORDERING SITE TABS

Setting a new site to the 2nd site tab position only affects your own site tabs: it does not affect the tab positioning for other participants in your site.
QUICK START FOR COURSES: CREATE A COURSE SITE

collab.virginia.edu

Create a Course Site

The Site Title field is pre-filled with information from the roster. You can change the title but you are limited to 25 characters.

You may choose from a list of foreign languages to display supported site tools and content in this language. The selected language will be visible to all site participants.

Optionally enter details about the site here. This information will appear on the Home page of your course site.

The Site Contact Name and Site Contact Email information will be pre-populated with your login information.

Check this box to make this site appear as the 2nd tab on your UVaCollab home page.
TOOLS (BUILD YOUR OWN SITES ONLY)

1. **Template Sites** already have a pre-selected set of tools added to the site. Please note, you can add or remove tools from your template site, once created. Template site owners will be presented with the *Configure Tools* screen (see *Configure Tools* below).

   If you chose to **Build your Own Site**, you will have an opportunity to select tools for your site on the Course Site Tools screen. A few tools are pre-selected by default:
   
   - **Home** - displays the course description and recent announcements
   - **Announcements** - for posting time-critical announcements to your class
   - **Resources** – upload and access site files and materials
   - **Site Email** - for viewing email sent to the site
   - **Site Info** - for site configuration and management tasks

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

**ABOUT SELECTING TOOLS**

If you chose the option to use a site template, the Course Site Tools screen is omitted from the site creation workflow.

After site creation, you’ll be able to change or add to the available set of tools for your course using SITE INFO > EDIT TOOLS.

**CONFIGURE TOOLS**

1. If you elected to create a **Template-based site** or selected the Site Email and/or Web Content tool on the Tools selection screen, the Configure Tools screen is displayed.
2. 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.
3. Click the **Continue** button.
SET COURSE SITE ACCESS (BUILD YOUR OWN SITES ONLY)

1. On the Course Site Access screen, under Site Status, the option to Publish site is selected by default. A published site is accessible to enrolled students and others you add to the site.
2. Under the Site Visibility section, leave Private as the default to prevent a listing in the public Sites Directory available from the Gateway tools menu.
3. Under the Global Access section of the Site Access screen, decide who has access to your site once it is published. If you included a roster, leave the default option of Limited to whom I add manually, or through automatic roster updates.
4. Click the Continue button.

SITE ACCESS TIPS

You can select to Leave Site as Draft to disable student access to your course site until you are ready. When you are ready to Publish your site, use Site Info > Manage Access or click Publish Now in the top left.

Some site features, such as email notifications, will not function in unpublished sites.

A MORE SITES tab will appear when you have a large number of active sites. Click the MORE SITES tab to view and access the complete list of your active course sites organized by term.

CONFIRM SITE SETUP (BUILD YOUR OWN SITES ONLY)

1. On the Confirm Your Course Site Setup screen, review your site information.
2. If changes are needed, click the Back button. Otherwise, click the Create Site button to create your site.
3. 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 Course Site. To create additional course sites, repeat the steps in this guide.

You may now proceed to the next Quick Start Guide for Using Basic Course Site Features.

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. You can also receive specific help with the tool you are using by clicking the HELP button located in the top right of the tool.

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.