THE eCLPS OVERVIEW

The *Electronic Course Layout and Presentation System* (eCLPS) is a model for constructing student portals to class content and activities within UVaCollab course sites. Using the eCLPS model, instructors may embed active links to class activities (e.g., assignments, discussions, resources, etc.) and media (from the Kaltura Media Gallery) directly into portal documents they create for their students.

For example, the section of the syllabus document that would typically show the course schedule may also include links to specific activities in the site that students may access directly from the syllabus itself.

Similarly, documents created using the Lessons tool may contain instructional material along with links to resources, multimedia, and activities to engage students on page(s) created by the instructor.

In effect, the eCLPS model facilitates a student portal to most, if not all, of the course’s information and activities.

OBJECTIVES

The purpose of this guide is to familiarize instructors with:

- Using the **Activities grids** found in certain Site Templates and Content Templates to structure the course portal,
- Performing preliminary steps to add course content and activities,
- Linking to course content and activities to **build an eCLPS-based course portal** using either the Syllabus or Lessons tools, and
- Using basic features in the UVaCollab rich-text editor (see Appendices A, B, and C) - the primary tool for constructing documents in UVaCollab course sites.
ADDIMG THE SYLLABUS OR LESSONS TOOL TO YOUR SITE

If you did not add the Syllabus or Lessons tool to your site during site creation, you may add one or both tools to your existing sites as follows:

1. Login to UVaCollab.
2. Click on your existing site tab or select the site from your More Sites tab.
3. Click Site Info in the left menu of your site.
4. On the Site Info page, click the Edit Tools link.
5. On the Edit Tools page, click in the box beside Syllabus and/or Lessons.
6. Click the Continue button at the bottom of the page.
7. Click the Finish button on the following page to confirm the addition of the tool.

HIDING AND UN-HIDING TOOLS

Instructors may choose to hide tools and only use the course portal to guide student access to course content and activities.

- Hide or unhide tools by toggling (with a mouse click) the light bulb icons in Site Info > Page Order ( = hidden; ☀ = visible).
- It is not recommended to hide Tests & Quizzes, since students must be able to access this tool in order to see feedback and scores on their submissions.
USING THE ECLPS MODEL FOR COURSE PORTALS

The Syllabus and Lessons tools are recommended for creating a course portal for students. Instructors who use the Activities site templates will use the Lessons tool (re-labeled as Activities in the Activities site template tool menus) to organize and drive activities in the course. Key advantages of using the Lessons tool over the Syllabus* tool include the ability to:

- Add multiple Lessons tools to the tool menu in your site (e.g., as in the Activities Menu template);
- Create sub-pages off of the main page;
- Hide access to pages until a specified date.

* When using Lessons as the course portal for students, the Syllabus tool should still be used to post a syllabus item that appears in SIS as well as a more detailed syllabus for enrolled students in the site.

USING SITE OR CONTENT TEMPLATES TO STRUCTURE COURSE PORTALS

The Activities site and content templates facilitate creation of course portals for students.

Note: If using a site template, there is no need to also use a content template, and vice versa.

SITE TEMPLATES

Site templates may be selected during creation of new sites in UVaCollab and provide a streamlined site creation workflow. Sites created from a template include a pre-selected tool set that can be modified after site creation using Site Info > Edit Tools.

The two course - Activities * site templates were designed based on the eCLPS model and present special instructions after site creation to help instructors set up a course portal for students in their sites.

- Activities Grid site template - includes one instance of the Lessons tool, renamed as Activities, with a pre-created Schedule of Topics & Activities grid that may be used to create the student portal to course content.

- Activities Menu site template - includes multiple instances of the Lessons tool, each labeled for a given week in the course and including a single pre-configured table grid for that week’s activities. These menu items may be hidden and unhidden as the semester progress to guide delivery of course content to students.

Note: Site template options are available during site creation. Refer to the user guide on Creating a Course Site for specific steps to use site templates for site creation.
CONTENT TEMPLATES

Content templates may be embedded into pages that allow instructors to work with pre-formatted pages for structuring the portal document and may be used when an Activities site template has not been used.

To access available content templates, such as the Activities Grid for posting course activities, click on the Templates icon on the editor toolbar and select the template you want to insert into the editor window at the cursor position.

Note: The Replace actual content checkbox is checked by default. Be sure to deselect this option to avoid overwriting existing content that you want to keep.

Note: If using a site template, there is no need to also use a content template, and vice versa.

PREPARING MATERIALS AND ACTIVITIES FOR ECLPS COURSE PORTALS

Instructors will want to upload materials to Resources and create activities in any or all of the following tools prior to setting up the course portal (click feature links to access their user guides):

- Resources: for uploading and storing electronic versions of class materials (images, documents (.doc, .pdf, etc.), media, etc.)
- Assignments: for assignments submitted online, as uploaded attachments, or a physical submission
- Forums: for online exchanges between students and groups
- Tests and Quizzes: for assessments (tests, quizzes) and surveys.

After adding materials and activities, instructors may begin linking to them by creating/editing a course portal that is created in the Syllabus or Lessons tool of your course site. Each activity or content item can then be accessed by students via the links embedded in the portal page, as described in the next section.

EMBEDDING LINKS TO SITE CONTENT AND ACTIVITIES IN THE PORTAL

Major enhancements have been made to the UVaCollab editor to empower instructors to use the eCLPS model in their UVaCollab course sites. These enhancements make it possible to embed links directly into a document to Resources materials as well as to activities created in other tools in your course site, such as in Assignments, Forums, and Tests & Quizzes. The following steps detail the basic process for embedding these types of links:

1. In the editor, highlight the text you want to use to create a link (e.g., Discussion), and then click on the Insert Hyperlink icon. The link dialog box will appear.
2. Click the Browse Server button.

The Server Browser window will open to display the list of tools that may contain items for selection.
**Note:** It may take several seconds for the list of resources and activities to appear.

3. In the right-hand frame of the *Server Browser* window, click the **plus symbol** next to a Tool heading (e.g., Assignments, Forums, Resources, Tests & Quizzes that appear in **bold, black text**) to expand and view available items in that tool for selection.

**Note:** This action assumes you have **already created items in the relevant tools** in your course site.

4. Click to **select the specific item** you want to link to. When you return to the *Link* dialog box, the URL to that item will appear in the **URL** field.

5. Click **OK** to return to the document editor.

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**USING SYLLABUS FOR THE COURSE PORTAL**

The following steps assume the instructor is working with a default *Syllabus* tool into which a **content template** will be added.

**Note:** Skip to step #7 in the section to **Embed Links to Materials and Activities** if a content template is not needed.

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**INSERT A CONTENT TEMPLATE**

1. Click on the *Syllabus* tool in the UVaCollab menu bar.
2. Click on the *Create/Edit*.
3. Click the *Add* link.
4. Provide a title for your syllabus in the **Title** field.
5. Click on the *Templates* icon in the editor’s toolbar and choose one of the content templates.
6. Replace text in brackets with your course information (header, body, units).

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**EMBED LINKS TO MATERIALS AND ACTIVITIES**

7. Create links as needed to content **Resources** and **Activities**:
   a. Highlight the text you want to use to create a link (e.g., Discussion).
   b. Click on the *Insert/Edit Link* icon in the editor’s toolbar.
   c. Click on *Browse Server* button to find your resources and activities.
   d. If needed, click the **plus (+) symbol** next to a **Category** (e.g., Discussions, Assignments, Tests & Quizzes).
   e. Click the **resource or activity** in the list of items that you want to link to from the syllabus. Also see the section on **Embedding Links to Site Content and Activities**.
8. Click **OK** to accept the settings.
9. Repeat these steps to create links to other content and activities.
10. Scroll down to the bottom of the syllabus form, select appropriate **access settings**, and **Post** your work.

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**USING LESSONS FOR THE COURSE PORTAL**

The following steps assume the instructor is working with the default Lessons tool into which a content template will be added. **Note:** Skip to step #5 if there is already a grid displayed in the Lessons editor.

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**INSERT A CONTENT TEMPLATE**

1. Click on the Lessons (or Activities) tool in the UVaCollab menu bar.
2. Click on the Add Text (or Edit) button.
3. Click on the Templates icon in the editor’s toolbar and choose one of the content templates.
4. Replace text in brackets with your course information (header, body, units).

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**EMBED LINKS TO MATERIALS AND ACTIVITIES**

5. Create links as needed to content Resources and Activities:
   a. Highlight the text you want to use to create a link (e.g., Discussion).
   b. Click on the Insert/Edit Link icon in the editor’s toolbar.
   c. Click on Browse Server button to find your resources and activities.
   d. Click the plus (+) symbol next to a Category (e.g., Discussions, Assignments, Tests & Quizzes).
   e. Click the resource or activity in the list of items that you want to link to. Also see the section on [Embedding Links to Site Content and Activities](#).
6. Click **OK** to accept the settings.
7. Repeat steps 5 & 6 to create links to other content and activities.
8. Scroll down to the bottom of the editor window and **Save** your work.
HELP AND SUPPORT RESOURCES

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 the features described in this user guide or in UVaCollab, send email to collab-support@virginia.edu for assistance.

ABOUT SUPPORTED BROWSERS AND NAVIGATING IN UVACOLLAB

There are three important browser considerations while working in UVaCollab:

- 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.
APPENDIX A: USING THE RICH TEXT EDITOR IN UVACOLLAB

The rich text editor provides functions similar to ones found in typical word processors such as Microsoft Word. The rich text editor is available in most of UVaCollab’s tools (e.g., Syllabus, Announcements, Assignments, Forums, Lessons, Test & Quizzes, etc.).

This section will describe the basic functions of the editor as a foundation for building course portals in your UVaCollab course sites.

SAVING YOUR WORK

The rich text editor in UVaCollab does not automatically save your work. For this reason, and because of the possibility for losing your network connection while working in the editor, it is important to **frequently save your document changes as you work**.

COPYING AND PASTING FROM WORD DOCUMENTS

Copying and pasting content from Microsoft Word into the UVaCollab editor no longer requires special handling to avoid incompatibility errors with formatting. In most cases, you should be able to copy-and-paste from a Microsoft Word document directly into the editor window and preserve most of your formatting without errors.

If you find that too much of your formatting is lost, you may elect to use the *Paste from Word* button found on the editor toolbar in UVaCollab, rather than pasting Word content directly into the editor.

FIXING FORMATTING PROBLEMS

When creating and formatting content in UVaCollab’s editor, you will typically see your content and formatting as it will appear when viewed by your students (thus, the WYSIWYG moniker – *what-you-see-is-what-you-get*). However, be aware that multiple changes to formatting may introduce conflicts in the underlying source code that may or may not be evident in the WYSIWYG view.

There are several ways to deal with such problems and you will need to figure out which one(s) work best for you:

- You can use the **undo/redo tool** to go back or go forward to a point where the problem does not occur. This option will only work prior to saving your changes.
- You can use the **remove formatting tool** (not typically used in word processors) to highlight the area where the problem occurs and clean up the underlying code.
- You can use the **Source button** to edit the underlying HTML code directly and correct the problem. This last option requires an understanding of the HTML language and is only recommended for experienced users.
UNDERSTANDING AND USING LINK TYPES

There are three types of links that instructors may embed into a document using the UVaCollab editor:

- **URLs** to Web content (including links to Resources/activities in the site as well as to external Web pages),
- **Anchors** to a specific section of the current document, and
- **Email addresses**.

Select and use the appropriate link type as follows:

1. Type and/or select the text in the editor window that you would like to link to and then click on the **Link** icon on the editor toolbar.
2. The **Link** dialog box will appear. Use the **Link Type** menu to select which type of link you want to insert. **Note:** URL is the default selected link type.
   - **For URL links:**
     If you are inserting a link to a URL from the Web, simply type (or copy-and-paste) the address into the **URL** field.
   - **For Anchor links:**
     If you are inserting a link to an existing anchor in the current document, select **Link to anchor in the text** from the **Link Type** menu, and then select the anchor name from the **By Anchor Name** menu.
     **Note:** Refer to Appendix B for steps to Create Anchors.
   - **For Email Address links:**
     If you are inserting a link to an email address, select **E-mail** from the **Link Type** menu and then enter the email address into the **Email Address** field that appears.
3. Click **OK** to set the link.

PREVIEWING YOUR WORK-IN-PROGRESS

1. Toggle the **Preview** icon to check your work in progress.
The UVaCollab editor allows you to create anchors within the document text that serve as quick navigation points from one section of the document to another. When a viewer clicks the link to an anchor located elsewhere in the page, they will jump to that anchor point in the document.

1. To create an anchor, type and/or select the text in the editor that you want to set as an anchor and then click on the Insert Anchor icon.

2. The Anchor Properties box will appear. Type the name of the anchor you are creating into the Anchor Name field. 
   
   **Note:** Each anchor name must be unique within the document and cannot contain spaces.

3. After naming an anchor, click OK to close the dialog box.

Anchor tags will appear in the editor view of the document wherever you have added anchors, as shown in the image at right. These anchors will appear in the list of anchor points you can link to as described in the previous section.
### APPENDIX C: EDITOR TOOLBAR ICONS AND DESCRIPTIONS

Hover over a toolbar icon to display a tooltip describing its function.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Source" /></td>
<td>View or edit the document source code. This tool is for more advanced users. However, it is also a good place to start learning HTML using practice documents. By switching it on and off as they make changes to the practice document, users can see the effect of certain formatting on the underlying code.</td>
</tr>
<tr>
<td><img src="image" alt="Maximize" /></td>
<td>Maximize the editor window</td>
</tr>
<tr>
<td><img src="image" alt="Preview" /></td>
<td>Preview the document</td>
</tr>
<tr>
<td><img src="image" alt="Print" /></td>
<td>Print the document</td>
</tr>
<tr>
<td><img src="image" alt="View list of templates" /></td>
<td>View list of templates</td>
</tr>
<tr>
<td><img src="image" alt="Cut" /></td>
<td>Cut highlighted text</td>
</tr>
<tr>
<td><img src="image" alt="Copy" /></td>
<td>Copy highlighted text</td>
</tr>
<tr>
<td><img src="image" alt="Paste as is" /></td>
<td>Paste copied text as it is</td>
</tr>
<tr>
<td><img src="image" alt="Paste as plain text" /></td>
<td>Paste copied text as plain text</td>
</tr>
<tr>
<td><img src="image" alt="Paste from Word" /></td>
<td>Paste copied text from Word</td>
</tr>
<tr>
<td><img src="image" alt="Select entire text" /></td>
<td>Select the entire text in the document</td>
</tr>
<tr>
<td><img src="image" alt="Remove formatting" /></td>
<td>Remove formatting from highlighted text</td>
</tr>
<tr>
<td><img src="image" alt="Spell check" /></td>
<td>Spell check the document (unavailable in UVaCollab)</td>
</tr>
<tr>
<td><img src="image" alt="Undo" /></td>
<td>Undo the most recent action taken</td>
</tr>
<tr>
<td><img src="image" alt="Redo" /></td>
<td>Redo the most recent action taken</td>
</tr>
<tr>
<td><img src="image" alt="Find" /></td>
<td>Find a word or phrase within the document</td>
</tr>
<tr>
<td><img src="image" alt="Find and replace" /></td>
<td>Find and replaces a word or phrase within the document</td>
</tr>
<tr>
<td><img src="image" alt="Bold" /></td>
<td>Apply bold formatting to the highlighted text</td>
</tr>
<tr>
<td><img src="image" alt="Italic" /></td>
<td>Apply italic formatting to the highlighted text</td>
</tr>
<tr>
<td><img src="image" alt="Underline" /></td>
<td>Apply underlined formatting to the highlighted text</td>
</tr>
<tr>
<td><img src="image" alt="Strike-through" /></td>
<td>Apply strike-through to the highlighted text</td>
</tr>
<tr>
<td><img src="image" alt="Superscript" /></td>
<td>Apply superscript to the highlighted text</td>
</tr>
<tr>
<td><img src="image" alt="Subscript" /></td>
<td>Apply subscript to the highlighted text</td>
</tr>
<tr>
<td><img src="image" alt="Numbered lists" /></td>
<td>Create numbered lists</td>
</tr>
<tr>
<td><img src="image" alt="Bulleted lists" /></td>
<td>Create bulleted lists</td>
</tr>
<tr>
<td><img src="image" alt="Indentation increase" /></td>
<td>Increase indentation</td>
</tr>
<tr>
<td><img src="image" alt="Indentation decrease" /></td>
<td>Decrease indentation</td>
</tr>
<tr>
<td><img src="image" alt="Block quote" /></td>
<td>Apply a block quote (indents left and right margins around block of text)</td>
</tr>
<tr>
<td><img src="image" alt="Text alignment left" /></td>
<td>Set text alignment left</td>
</tr>
<tr>
<td><img src="image" alt="Text alignment center" /></td>
<td>Set text alignment centered</td>
</tr>
<tr>
<td><img src="image" alt="Text alignment right" /></td>
<td>Set text alignment right</td>
</tr>
<tr>
<td>Action</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Set text alignment justified</td>
<td>Set text direction from left to right (default)</td>
</tr>
<tr>
<td>Set text direction from right to left</td>
<td>Change color of the highlighted text</td>
</tr>
<tr>
<td>Change background color of the highlighted text</td>
<td>Convert highlighted text to hyperlink</td>
</tr>
<tr>
<td>Insert or modify an anchor</td>
<td>Remove hyperlinks from highlighted text</td>
</tr>
<tr>
<td>Insert Kaltura Media</td>
<td>Insert an image into the document</td>
</tr>
<tr>
<td>Insert or modify a movie</td>
<td>Insert or modify a flash video file</td>
</tr>
<tr>
<td>Insert or modify a table</td>
<td>Insert a divider line (horizontal rule)</td>
</tr>
<tr>
<td>Insert a smiley face</td>
<td>Insert special characters</td>
</tr>
<tr>
<td>Determine style and semantic value of highlighted text</td>
<td>Determine format of highlighted text</td>
</tr>
<tr>
<td>Determine font of highlighted text</td>
<td>Determine font size of highlighted text</td>
</tr>
<tr>
<td>Determine text direction</td>
<td>Set text direction from right to left</td>
</tr>
<tr>
<td>Set text alignment justified</td>
<td>Change color of the highlighted text</td>
</tr>
<tr>
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</tr>
</tbody>
</table>