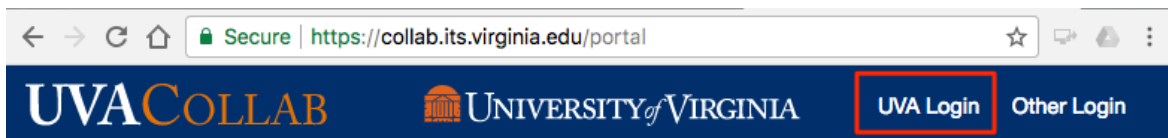




Step-by-Step Guide: Setting Up Your Course Site

1. Open a web browser and navigate to, <https://collab.its.virginia.edu/>. Firefox, Internet Explorer and Safari are supported browsers.
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 UVA Collab.
4. By default, you will be in your *Home* site.
5. From the *Home* site menu bar, select **Worksite Setup**.
6. At the top of the *Worksite Setup* page, click **New**.

WORKSITE SETUP Help

New

View: All My Sites

Filter by Term: None

Check a box and use the buttons above or below to take action on a site. Click column headers to sort the table.

Viewing 1 - 200 of 522 items

<input type="checkbox"/>	Worksite Title <input type="text"/>	Type	Creator	Term	Status	Creation Date
<input type="checkbox"/>	Home <input type="text"/>	<input type="text"/>	kl4qw		Published	Jan 28, 2014 8:39 am
<input type="checkbox"/>	11Sp HR 4030-701 (SCPS) <input type="text"/>	course	pwc5u	2011 Spring	Unpublished	Jan 23, 2011 10:41 pm
<input type="checkbox"/>	13F IT 3400-701 (SCPS) <input type="text"/>	course	psk8n	2013 Fall	Published	Aug 16, 2013 11:05 am
<input type="checkbox"/>	13J EDHS 3500/5500 (EDUC) <input type="text"/>	course	sw9uw	2013 January	Published	Dec 3, 2012 2:31 pm

7. By default, the **Create site from template** radio button will be selected.
8. Select **Course**, then scroll down through the options and choose from either of the two **SCPS Collab templates** (*described below*).



The SCPS Course Site Template: Option A

Class Schedule Format



This site template is modeled after the *Activities Grid* site template with additional tools, guidelines, and requirements for **SCPS** courses. By choosing this option, you can lay out all of your course content on 1 page.

Check out the **Using This Site** tab in your new site for more tips on setting up and using features in your site!

Click on the **Help** button located at the bottom of the site menu for step-by-step instructions on using the tools in your new site.



The SCPS Course Site Template: Option B

Lessons Format

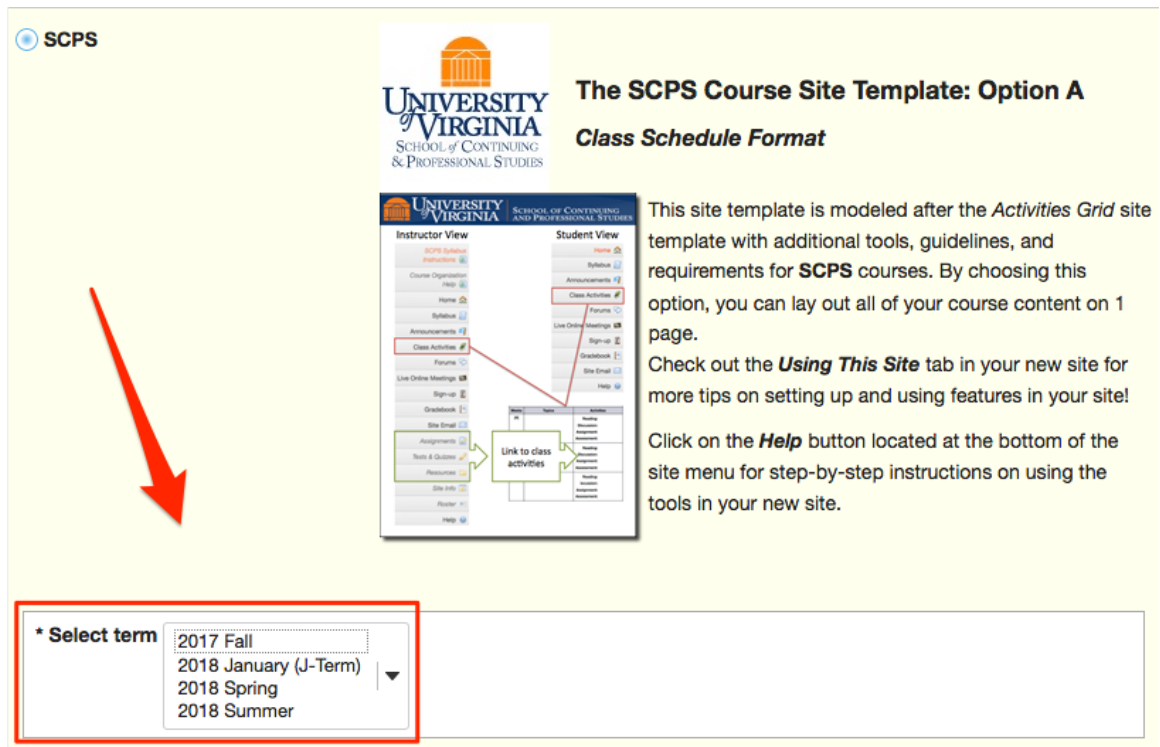


This site template is built to maximize the features of the *Lessons Tool* and contains additional tools, guidelines, and requirements for **SCPS** courses. By choosing this option, you can lay out all of your course content in individual modules.

Check out the **Using This Site** tab in your new site for more tips on setting up and using features in your site!

Click on the **Help** button located at the bottom of the site menu for step-by-step instructions on using the tools in your new site.

9. Before moving on, make sure to select the term that your course will be offered.



SCPS

UNIVERSITY OF VIRGINIA
SCHOOL OF CONTINUING & PROFESSIONAL STUDIES

The SCPS Course Site Template: Option A
Class Schedule Format

This site template is modeled after the *Activities Grid* site template with additional tools, guidelines, and requirements for **SCPS** courses. By choosing this option, you can lay out all of your course content on 1 page.

Check out the **Using This Site** tab in your new site for more tips on setting up and using features in your site!

Click on the **Help** button located at the bottom of the site menu for step-by-step instructions on using the tools in your new site.

*** Select term**
2017 Fall
2018 January (J-Term)
2018 Spring
2018 Summer

10. Click the **Go to roster selection** button to continue.

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

*(Please note, depending on how early you create your course site, your roster may not be available. If you do not see your roster listed, select **Continue with no roster.**)*

Click **Continue**.

- 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.
- Enter a long and/or short **description** for your site. This information will appear on your site's home page.

My Workspace: Worksite Setup

Course Site Information

Enter basic information about the course site...

You are setting up a course site for the following roster(s):
13F CIS 1030-2 (UNKX)

Site Title (limit 25 characters) 13F CIS 1030-2 (UNKX)

Term 1138

Site Language

User Language (default)
Arabic
Basque
Catalan (Spain)
Chinese (China)

Description (displayed on the site's home page)

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

Word Count : 0

Short Description (displayed in publicly viewable list of sites. Max 80 characters)

Appearance (Theme) *default*
Site will display this theme.

Site Contact Name Mystery Theater

Site Contact Email mst3k@Virginia.EDU

Set as 2nd Tab

Continue Back Cancel

Click **Continue** to proceed with site creation.

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.

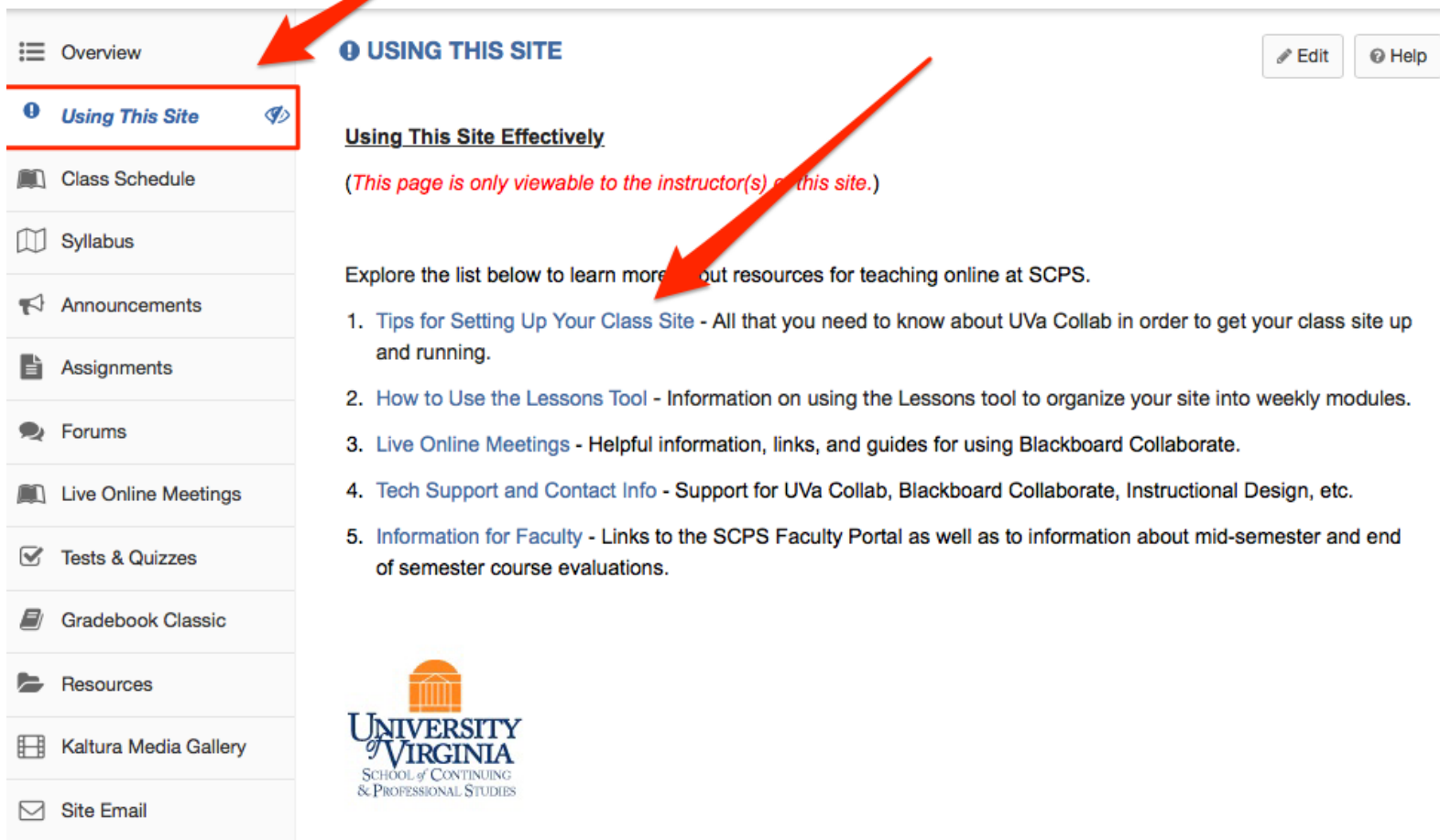
- Click **Continue**.

15. 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.

16. Click the **Continue** button.

17. Your new course site has now been created. You can find the tab for your new course site at the top of the page located next to the **Home** tab.

- For help with setting up your course site, click on the **Using This Site** tool in the menu on the left side of the page.
- For instructions on how to upload your Class Syllabus and Class Overview, click on **Tips for Setting Up Your Class Site**.



The screenshot shows a course site interface. On the left is a navigation menu with the following items: Overview, **Using This Site** (highlighted with a red box), Class Schedule, Syllabus, Announcements, Assignments, Forums, Live Online Meetings, Tests & Quizzes, Gradebook Classic, Resources, Kaltura Media Gallery, and Site Email. At the top right of the main content area are 'Edit' and 'Help' buttons. The main content area is titled 'USING THIS SITE' and contains the following text:

Using This Site Effectively
(This page is only viewable to the instructor(s) of this site.)

Explore the list below to learn more about resources for teaching online at SCPS.

1. [Tips for Setting Up Your Class Site](#) - All that you need to know about UVa Collab in order to get your class site up and running.
2. [How to Use the Lessons Tool](#) - Information on using the Lessons tool to organize your site into weekly modules.
3. [Live Online Meetings](#) - Helpful information, links, and guides for using Blackboard Collaborate.
4. [Tech Support and Contact Info](#) - Support for UVa Collab, Blackboard Collaborate, Instructional Design, etc.
5. [Information for Faculty](#) - Links to the SCPS Faculty Portal as well as to information about mid-semester and end of semester course evaluations.

At the bottom left of the page is the logo for the University of Virginia School of Continuing & Professional Studies.