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Log Into UVaCollab

UVa Logins to UVaCollab

Anyone with a UVa account is able to log into UVaCollab. To log into UVaCollab using your UVa credentials, click the **UVa Login** button located in the upper right corner of the UVaCollab home page. You will be redirected to NetBadge to authenticate to UVaCollab with your UVa computing ID and a NetBadge account password.

Guest Logins to UVaCollab

External guests who have been added to a collaboration or course site in UVaCollab should use the **Other Login** button located in the upper right corner of the UVaCollab home page to log in using their email address and UVaCollab account password.

The first time you log in as a guest, use **My Workspace > Account > Modify Details** to add your name and change your password to something more memorable. Adding your name associates your email address with your name in UVaCollab worksites.

Browser Pop-up Blocker Login Issue

Browsers on some public computers may block pop-ups, thus preventing you from logging in to UVaCollab. Click on the pop-up notice link that appears in your browser and select the option to allow pop-ups from this site to continue.

Guest Password Resets

If you forget or lose your UVaCollab password, use the **Lost Password** link in the left-hand menu on the UVaCollab home page to reset your password. Your new password will be sent to you via email.

Browser Requirements

UVaCollab is designed and tested for the latest browser versions available for these operating systems:

- Windows: **Firefox 2.x** or **Internet Explorer 7**
- Macintosh: **Firefox 2.x**

Using other browsers is possible, but your experience may be diminished when using browsers that do not support current web technologies.

Scheduled Downtimes and Software Upgrades

- Daily system reboots occur each morning at 4:00 a.m. EST.
- Software upgrades will typically occur twice each year during semester breaks.
- System updates and patches are deployed weekly on Thursday afternoons at 4:00 p.m. EST.
- Scheduled downtimes for software upgrades and patches will be announced in advance on the UVaCollab home page.

For questions or assistance, contact **collab-support@virginia.edu**.
Create New Worksites

Create a New Collaboration Site

1. Log into UVaCollab.
2. On the My Workspace tab, click Worksite Setup, then New.
3. Add a Title for your new site (20 character limit). Description and Short description fields are optional. Click Continue.
4. Choose tools: check the box next to each tool you wish to use in your new site. Click Continue.
5. Set access options: keep the defaults or make changes as desired. Click Continue.
6. Review settings, then click Create Site.

Your new site will appear on the blue site navigation menu. Click on the site name to access your site and complete set up.

Create a New Course Site

At this time, course sites will be created on request to collab-support@virginia.edu. Your request should include:

1. The name you want for your course site (20 character limit).
2. The semester designation for the course (i.e., spring 2008, fall 2008, etc.).
3. The initial set of tools you want to use in your course. Course sites include the core set of tools available in collaboration sites plus the following course-specific tools:
   1. Assignments
   2. Gradebook
   3. Syllabus
   4. Tests & Quizzes

You will be notified by email when your new course site has been created.

Add Participants

These steps may be used to add participants to collaboration or course sites. You must have appropriate permissions in a site to add participants.

When integration with ISIS data is complete for spring 2008, student rosters will be available and automatically added to a course site when choosing the appropriate course roster during worksite setup.

1. In your site, from the menubar, click Site Info.
2. Click Add Participants.
3. For UVa participants, under "UVa email ID(s)", type (or paste) the participant's ID. If you wish to add more than one participant, enter each ID on a separate line.
4. For external guests, under "Guest(s) Email Address (external participants, e.g. jdoe@yahoo.com)", add email addresses, one per line.
   ❍ Note: UVaCollab will automatically generate a password for new external guests, which is sent to guests via email.
5. Under "Participant Roles", choose whether to give all your newly added participants the same role or different roles. Click **Continue**.

6. **Assign roles** to new participants, then click **Continue**.

1. Collaboration sites use Owner, Administrator, Member, and Observer roles to manage permissions.
2. Course sites use Instructor, Teaching Assistant, and Student roles to manage permissions.

7. On the next page, you have the option to automatically send email to the new participants, notifying them of the site's availability. Select the appropriate radio button, and then click **Continue**.

   - **Note:** If you elect not to generate a new site participant notice at this time, you can later use the **Announcements** tool or **Email Archive address** to announce the availability of the site to new participants.

8. Confirm that the information for the participant(s) is correct, then click **Finish**.

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**Transfer Ownership**

**UVaCollab** worksites must have at least one designated **Owner** (for collaboration sites) or **Instructor** (for course sites).

To transfer ownership to another participant:

1. Navigate to your worksite in **UVaCollab**.
2. Select **Site Info** in the menubar.
3. Use the **Role** pull-down menu to assign the **Owner** role (in collaboration sites) or **Instructor** role (in course sites) to the appropriate individual(s).
4. Click the **Update Participants** button at the bottom of the screen to complete the change.

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**Delete Worksites**

**Warning:** **Deleted worksites cannot be restored from backup at this time.** If you choose to delete a worksite, the deletion is permanent.

To remove unneeded worksites:

1. Navigate to **My Workspace** in **UVaCollab**.
2. Select **Worksite Setup** in the menubar.
3. Check the box in front of the site you want to remove.
4. Scroll to the top of the Worksite Setup view and click **Remove**. You will be prompted to confirm the action to remove the worksite permanently.

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For questions or assistance, contact **collab-support@virginia.edu**.

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**Default Site Quotas**
Each UVaCollab worksite is allocated **2 GB** of storage space for Resources.

**Request Additional Space**
Requests for additional space may be sent to collab-support@virginia.edu. Be sure to include the name of your site and the reason for requesting additional space.

**File Upload Limits**

**Using the UVaCollab Resources Interface**
The file size upload limit via the UVaCollab Resources interface is set to **10 GB**. **Note: you cannot upload more than the available space in your site.**

**Using WebDAV**
The file size upload limit via WebDAV is set to **100 MB**. WebDAV uses system memory for file uploads, thus the limit is less than the limit available using the UVaCollab interface.

For questions or assistance, contact collab-support@virginia.edu.
Transition Timeline

January 2008
- UVaCollab goes to production for course sites (for early adopters) including integration with ISIS data
- Begin faculty transition from Instructional Toolkit to UVaCollab for courses

Summer and Fall 2008, Spring 2009
- Continue transition from Instructional Toolkit to UVaCollab for courses
- Ongoing upgrades and enhancements of features and capabilities
- Work begins to integrate with PeopleSoft

Post-Spring 2009
- Instructional Toolkit is “retired” to read-only mode
- UVaCollab is in full production for courses and integrated with PeopleSoft

For questions or assistance, contact collab-support@virginia.edu.

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Backups and Restores
The UVaCollab file system and database are backed up nightly.
At this time, restores are only available for disaster recovery. Individual sites and files cannot be restored.

For questions or assistance, contact collab-support@virginia.edu.