Demo Descriptions

To sign up for a session, please visit Demo Schedule and click the event title on the day/time you would like to attend.

Quick Start for Courses (Online and In Person)— The UVaCollab Quick Start for Courses is designed to assist instructors who are new to UVaCollab in the creation, setup, and use of online course sites in UVaCollab. This demo, which will be delivered online, has been developed to help instructors get started with these fundamental processes:

- Creating a course site in UVaCollab and adding your class roster(s);
- Post a class syllabus for your students and for SIS;
- Uploading course materials;
- Sending email to your site email list;
- Viewing/printing student photos.

Additional course features will be covered based on interest and time available.

Assignments (Online Only)— Use the Assignments tool in your course site to create, distribute, collect, and grade assignments online. Our online workshops will familiarize you with Assignments tool and provide guidance on using it effectively in your courses. The Assignments demo will familiarize instructors with steps to:

- Creating assignments;
- Revising an assignment;
- Deleting an assignment;
- Grading an assignment on-line;
- Using Peer Assessment;
- Downloading assignment submissions for off-line review and grading;
- Reviewing student status for all assignments.

Recommended prerequisites: Familiarity with UVaCollab (Quick Start for Courses) is helpful, but not required.

Forums (Online Only)— Use the Forums tool to create areas for discussion that can be read or contributed to by the entire class, or designated groups. Forums is designed to be an effective tool for both academic and collaborative work, and is integrated closely with other tools such as Lessons and Gradebook.
There will also be a brief introduction to other tools that can be used for discussion purposes such as *Discussion and Private Messages, Chat* and *Blackboard Collaborate*.

This online *Forums* demo will familiarize instructors with steps to:

- Forums organization - forums, topics and conversations;
- Create a new forum;
- Create a new topic;
- Messages - post a message to a topic, post a response to a message;
- Participation Statistics;
- Grading posts.

Recommended prerequisites: Familiarity with UVaCollab (*Quick Start for Courses*) is helpful, but not required.

**Gradebook and iRubric (Online Only)**– The *Gradebook* can be used in your course site to enter and update student grades throughout the semester and to export final course grades to SIS at the end of the semester. The *Gradebook* demo will familiarize instructors with steps to:

- Configure your *Gradebook* settings;
- Set up categories and weighting;
- Create Gradebook items;
- Enter student grades;
- Use *iRubric* for grading;
- View and generate grade reports; and
- Access a student view of your *Gradebook*.

Recommended prerequisites: Familiarity with UVaCollab (*Quick Start for Courses*) is helpful, but not required.

**Lessons and Syllabus (Online Only)**– The purpose of this workshop is to introduce instructors to the *Syllabus* and *Lessons* tool as vehicles for structuring your course. Course site templates (*Activities Grid* and *Activities Menu*) will also be discussed. Focus will be on how to organize, drive, and make access to activities easier for students in the course.

We will demonstrate how to structure course content and course activities from a central page in the UVaCollab course site, making it easier for students to access their course information. Examples of sites utilizing this organization structure will be available. Instructors will also have the opportunity to create their own sites using these tools.

Recommended prerequisites: Familiarity with UVaCollab (*Quick Start for Courses*) is helpful, but not required.

**Panopto (In Person Only)**– Join Lela Marshall (UVA Classroom Planning and Design) for a demonstration of Panopto. Panopto is a software based recording solution that is now integrated into UVaCollab. Panopto includes features that allow you to create, edit, and share your recordings. The demonstration will also include a Question and Answer period.

Recommended prerequisites: Familiarity with UVaCollab (*Quick Start for Courses*) is helpful, but not required.
**Tests & Quizzes (Online Only)**— Use the *Tests & Quizzes* tool in your site to create online assessments (i.e., tests, quizzes, and surveys) for delivery to students or other groups online via a web interface. This online workshop will familiarize you with the *Tests & Quizzes* tool and steps to:

- Create an assessment;
- Add questions to an assessment;
- Configure the settings for online delivery;
- Save settings and publish your assessment;
- Grade student submissions.

Recommended prerequisites: Familiarity with UVaCollab (*Quick Start for Courses*) is helpful, but not required.

**Using Audio/Video In Your Courses (In Person Only)**— Please join us for this session about including audio and video in your courses. With *Kaltura Media Gallery*, instructors and students can easily upload, share, and edit video individually or in groups and collaboratively manage a wide range of digital media projects. This session will help you set up *Kaltura Media Gallery* to use with your students through UVaCollab.

In addition, we will also include various ways to include library collections in your site as well. You will learn how to:

- Add content to UVaCollab through the *Kaltura Media Gallery*;
- Student submission of course-related work;
- Recording and uploading a webcam presentation; and
- Streaming reserve options for Library as well as vended content.

Recommended prerequisites: Familiarity with UVaCollab (*Quick Start for Courses*) is helpful, but not required.

**Walk-In Help (In Person Only)**— Do you have questions about setting up or using features in UVaCollab for your course sites?

Drop by our walk-in session for a brief one-on-one consultation with a member of the UVaCollab Support team on any of a range of topics, including:

- Re-using materials from a previous semester site;
- Using Blackboard Collaborate for office hours;
- Reviewing new features in tools that you use;
- Guidance on using a feature you haven't tried before;
- Any topic or question you have that is related to UVaCollab.

No appointment is necessary - just walk in!

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