Quick Start for Courses: Copying Materials from Instructional Toolkit to UVaCollab
Quick Start for Courses Overview ............................................................... 3
Objectives .................................................................................................. 3
Important Browser Recommendations ........................................................ 3
Copy Materials from Instructional Toolkit to UVaCollab .................................. 4
Copy Files from Toolkit to UVaCollab............................................................ 4
Copy or Move Materials from My Workspace to Your Course site ...................... 6
View Materials in Your Course Site ............................................................ 9
Learn More ................................................................................................. 10
Built-in Help .............................................................................................. 10
Attend a Tutorial Demo................................................................................. 10
Contact a Consultant ................................................................................. 10
QUICK START FOR COURSES OVERVIEW

Quick Start Series for Courses is designed to assist instructors in the creation, setup, and use of online course sites in UVaCollab. Three guides have been developed to help faculty get started with these fundamental processes:

- Create a course site;
- Use basic course site features; and
- Copy materials from Instructional Toolkit to UVaCollab

These guides provide the foundation for using UVaCollab to enhance and support classroom instruction as well as to deliver distance learning courses.

OBJECTIVES

Copying Materials from Instructional Toolkit to UVaCollab will familiarize instructors with the steps to:

- Copy materials from Toolkit into your UVaCollab > My Workspace site; and
- Copy or move transferred materials from My Workspace to your course site

IMPORTANT BROWSER RECOMMENDATIONS

- Firefox and Internet Explorer and Safari are recommended browsers for the best experience in UVaCollab.
- To avoid unexpected results, avoid using the browser navigation (Back and Forward buttons) in UVaCollab. Use the navigation built into UVaCollab instead.
QUICK START FOR COURSES: COPYING MATERIALS FROM TOOLKIT TO UVACOLLAB

COPY MATERIALS FROM INSTRUCTIONAL TOOLKIT TO UVACOLLAB

An automated process has been developed to help instructors copy materials from Instructional Toolkit course sites to your My Workspace site in UVaCollab. From Resources in My Workspace, copy or move the transferred materials into your course site. A copy of the materials will also remain on Instructional Toolkit.

IF YOU ARE NEW TO UVACOLLAB, YOU NEED TO LOG IN FOR THE FIRST TIME BEFORE PROCEEDING. SEE THE QUICK START GUIDE FOR COURSES: CREATE A COURSE SITE FOR LOGIN DETAILS.

COPY FILES FROM TOOLKIT TO UVACOLLAB

The maximum available storage space in My Workspace on UVaCollab is 2 gigabytes (GB). You may need to remove unneeded files from your Toolkit class site in order to stay within the available space quota before you complete the steps that follow.

1. Login to Toolkit, (toolkit.virginia.edu)
2. Select the Toolkit course from which materials will be migrated.
   TO REVIEW THE MATERIALS BEFORE TRANSFERRING THEM, CLICK ON THE STUDENT VIEW BUTTON. USE THE INSTRUCTOR TOOLS BUTTON TO RETURN TO THE MATERIALS MENU.
4. Click the option to Copy class materials to UVaCollab.

5. Enter and submit your Netbadge User ID and password to initiate the transfer of materials from Toolkit to your UVaCollab My Workspace > Resources.

   DEPENDING ON THE NUMBER AND SIZE OF THE FILES YOU ARE TRANSFERRING, THIS PROCESS MAY TAKE SEVERAL MINUTES TO COMPLETE.
6. When the transfer is complete, you will be returned to the *Instructor Tools* screen where a confirmation message is displayed.
COPY OR MOVE MATERIALS FROM MY WORKSPACE TO YOUR COURSE SITE

The initial repository for course materials transferred from Instructional Toolkit to UVaCollab is the Resources tool in My Workspace, not a particular course site. The process of copying or moving a folder of Instructional Toolkit materials to a UVaCollab course site is covered in this section.

A subfolder containing your Instructional Toolkit course materials is added to the Toolkit folder in My Workspace > Resources. One subfolder is added to the Toolkit folder in UVaCollab for each set of course materials that you export from Instructional Toolkit. The name assigned to each subfolder corresponds to the title of the Instructional Toolkit site (e.g., UVa_Clas_2007_Fall_ENWR101-1).

YOUR UVACOLLAB COURSE SITE MUST ALREADY EXIST IN ORDER TO PROCEED. IF YOU HAVEN’T YET CREATED A SITE, FOLLOW THE STEPS IN Create a Course Site (PAGE ERROR! BOOKMARK NOT DEFINED.).

1. In your web browser, navigate to UVaCollab (collab.virginia.edu).
2. Select Resources in the My Workspace menubar.
3. Click the link to Show other sites just below the list of folders and files in Resources. This action will display the Resources folders of all your UVaCollab worksites.
   
YOU MUST BE AT THE TOP LEVEL FOLDER IN YOUR MY WORKSPACE RESOURCES TO ACCESS THE LINK TO SHOW OTHER SITES.

4. Locate the Toolkit folder that contains the materials transferred from your Instructional Toolkit class home page.
5. Click the plus (+) sign on the Toolkit folder icon to expand the folder and view its contents.
6. Locate the subfolder containing the course materials that you exported from Instructional Toolkit (e.g., UVa_Clas_2007_Fall_ENWR101-1).

7. Click on the Actions button next to the subfolder and choose Copy or Move.

   **TO ADD A COPY OF THE FOLDER TO A COURSE SITE AND LEAVE THE ORIGINAL IN MY WORKSPACE, CLICK COPY.**

   **TO REMOVE THE ORIGINAL FOLDER FROM MY WORKSPACE WHEN YOU PASTE IT INTO A COURSE SITE, CLICK MOVE.**

   **FOR EITHER ACTION, CLICK PASTE NEXT TO THE DESTINATION FOLDER TO COMPLETE THE PROCESS, AS DESCRIBED IN THE NEXT STEP.**
8. Scroll down to the list of other sites to locate the Resources folder for your course site, then click the Paste button next to the course folder to add the materials into your course site.

TO CANCEL THE COPY/MOVE OPERATION, CLICK THE RESET BUTTON NEXT TO THE RESOURCES TOOL TITLE AT THE TOP OF THE SCREEN.
VIEW MATERIALS IN YOUR COURSE SITE

9. Click the site tab for your course and select **Resources** in the left menubar to view and organize the materials pasted from **My Workspace**.

The materials from Toolkit can now be accessed in your course site's Resources.
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.

**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, contact the ITC Help Desk at 434-924-HELP or send email to **collab-support@virginia.edu** for assistance.