GETTING STARTED
# Table of Contents

Logins, Passwords, and Accessibility Features ................................................................. 6
  Login and Account Information for UVA Users .............................................................. 7
  Guest (Non-UVA) Passwords ......................................................................................... 8
  Using UVACollab's Accessibility Features ..................................................................... 12
  What are the important policies and rules for UVACollab? ........................................... 20

Home (formerly My Workspace) ..................................................................................... 23
  What is Home? ........................................................................................................... 24
  What is the My Courses tool? .................................................................................... 25
  How do I see and access my sites? ............................................................................. 29
  What is Worksite Setup? ............................................................................................ 33
  How do I set my preferences? ................................................................................... 35
  What is My Resources in Home? ................................................................................ 42
  How do I attach files from My Resources to submissions in my other sites? ............... 43
  How do I view and edit my Account details? (Guest Accounts Only) ......................... 48

Course and Collaboration Sites ..................................................................................... 53
  What are course sites? ............................................................................................... 54
  What are collaboration sites? .................................................................................... 55
  Where is my site? ....................................................................................................... 57
  How do I create a new course or collaboration site? ..................................................... 59
  How do I navigate in a site? ........................................................................................ 69
  How do I get back to the main page of a tool? ............................................................ 72
  What does Unpublished Site mean? ........................................................................... 73
  How do I delete a site I created? ................................................................................ 76
  How do I restore a site I deleted? ................................................................................ 79
  How do I ensure that links to my content in my site will migrate into a new site? ......... 82
  How do I re-use content from one site to another site? .............................................. 84
  What is a joinable site? .............................................................................................. 88
  How do I join a site? .................................................................................................. 90
  How do I unjoin or remove myself from a site? .......................................................... 96

Site Templates ............................................................................................................... 99
What are Site Templates? ................................................................. 100
What are Basic site templates? ................................................... 101
What are Activities site templates? .............................................. 103

Site Info .......................................................................................... 108
What is the Site Info tool? ............................................................ 109
How do I edit the site information? .............................................. 110
How do I add a tool to my site? ..................................................... 114
How do I remove a tool from my site? ........................................... 119
How do I manually add people to my site? ................................. 123
How do I remove people from my course or collaboration site? ....... 127
How do I add a class roster? ......................................................... 130
How do I remove a class roster? ................................................... 133

Permissions and Roles .................................................................... 135
What are Permissions and Roles? ................................................ 136
How do I change participant roles within a site? ......................... 138

Rich-Text Editor ............................................................................... 140
What is the Rich-Text Editor? ....................................................... 141
What actions can I perform using the Rich-Text Editor icons? ....... 143
What are some keyboard shortcuts for the Rich-Text Editor? ......... 155
How do I check my content for accessibility? ............................... 158
How do I create a link to a web site in the Rich-Text Editor? ......... 163
How do I create a link to a Resources item in the Rich-Text Editor? 167
How do I create a link to an activity in the Rich-Text Editor? ........ 175
How do I embed an image in the Rich-Text Editor? ...................... 181
How do I embed a linked web image in the Rich-Text Editor? ...... 188
How do I embed a YouTube video in the Rich-Text Editor? .......... 195
How do I add special characters in the Rich-Text Editor? .......... 201
How do I add/edit a table in the Rich-Text Editor? ....................... 203
How do I add a Content Template in the Rich-Text Editor? ....... 213
How do I paste text from a Microsoft Word document in the Rich-Text Editor? ....... 216
How do I paste as plain text in the Rich-Text Editor? ................. 219
How do I embed a video or audio file from Resources in the Rich-Text Editor? 223
What are the important policies and rules for UVACollab? ..................................................338
Waitlisted Students..................................................................................................................................................341
What is the Waitlisted Student role? .............................................................................................................342
What can waitlisted students do in my course site? ..........................................................................................343
How do I add all of my waitlisted students to my course site? .................................................................344
How do I remove all of my waitlisted students from my course site? .........................................................351
How do I add or remove individual waitlisted students from my course site? ........................................353
At the end of the add/drop period, what happens to content created by waitlisted students? ..................................................355
Where should I submit work for courses in which I'm enrolled AND on a waitlist? ..........................356
Logins, Passwords, and Accessibility Features
Login and Account Information for UVA Users

Logging into UVACollab as a UVA user

Any current or former UVA faculty member, staff member, or student with an active account or a valid UVA password can log into UVACollab. To log into UVACollab as a UVA user, select the UVA Login link in the upper right corner of the UVACollab home page. You will be redirected to the NetBadge page to enter your UVA computing ID and NetBadge password.

Resetting your NetBadge password

UVA users use the University's NetBadge system to log into UVACollab. To reset your NetBadge password, use the links on the ITS Login Information page or contact the ITS Help Desk at 4-HELP (434-924-4357) for assistance.

Changing your name

The names of UVA users in UVACollab are imported from the University's Identity & Access Management system. To change your name in UVACollab and other University systems such as the Student Information System (SIS), visit the ITS Personal Information page and select the Log In to Update Info button.

After making changes in the Identity & Access Management system, you may need to restart your browser or clear your browser cache to see the changes in UVACollab.
Guest (Non-UVA) Passwords

If a site owner or administrator has manually added you to a UVACollab site using a non-UVA email address, you can log into UVACollab via the Other Login link, as described below.

Get your Guest Password via email.

If you have never logged in, check your email for the New User Notification.

The first time a site owner or administrator manually adds someone to a UVACollab site using a non-UVA email address, a new participant password notification is automatically generated by the system and sent to the specified non-UVA email address.

Check your non-UVA email address for the UVACollab New User Notification with your account's new, temporary password, then follow the steps below to log in.
Note: Password notifications to some non-UVA email services may be filtered to the Junk Mail or Spam folder. You may need to check these folders for your password notification message if you do not find the notice in your Inbox.

Or reset your password and check your email.

If you have forgotten or lost your UVACollab guest password, you can reset it.

Select Recover Password.

Access the UVACollab home page and select Recover Password (opens new window) in the Tool Menu.

Enter your email address and select Send Password.

Reset your password

This password reset service is only available for non-UVa guest users on UVaCollab. Password button to receive your new password in email.

University of Virginia faculty, staff, and students should 1) follow ITS’ directions to change your email address and 2) click Send Password.

1. Enter Your email address in the box provided.
2. Select Send Password.
Check your email for the New Password message.

New Password for UVACollab

Dear uvacollabqa@gmail.com

Your password for UVACollab (https://collab.its.virginia.edu/portal) has been reset at your request.

Your username is: uvacollabqa@gmail.com
Your password is: [redacted]

For further assistance, contact collab-support@virginia.edu

Regards
The UVACollab Team

Check your non-UVA email address for the New Password for UVACollab email with your account’s new, temporary password.

Note: Password notifications to some non-UVA email services may be filtered to the Junk Mail or Spam folder. You may need to check these folders for your password notification message if you do not find the notice in your Inbox.

Log in using the Other Login link.

Select Other Login.

On the UVACollab home page, select Other Login.
Enter your email address and password.

In the boxes provided:

1. Enter your email address.
2. Enter your password.

Then, follow the steps in How do I view and edit my account details? (Guest Accounts Only) to add your name and change your password to something memorable. Adding your name will associate your email address with your name in UVACollab sites.
Using UVACollab's Accessibility Features

This article will describe the following:

- **Desktop versus Mobile View in UVACollab**
- **Organization of UVACollab:**
  - Important Access keys for main navigation
  - Quick Access (Skip to...) links
  - Login links
  - My Sites
  - Your profile picture and name (use this menu to Log Out)
  - Favorite sites list (on Desktop View)
  - Tool Menu for the current site
  - Expand/Collapse Tool Navigation (for sighted users, on Desktop View)
  - Content area
  - Access keys to navigate the content area
  - Footer

- Instructions for enlarging screen elements, modifying colors/contrast
- How to get more help

If you need specific help with your assistive technology, please refer to UVA's Accessibility Services web page (opens new window) to find contact information for groups who can assist you with accessibility accommodations.

Desktop versus Mobile View

UVACollab has a responsive design to adapt to different screen sizes, so certain elements only display when an internet browser window is larger than 770 pixels in width. In the descriptions below, **Desktop View** will be used to refer to the display when an internet browser window is larger than 770 pixels in width. **Mobile View** will refer to the display on smaller windows.

Organization of UVACollab

Always present in UVACollab are the following:

- Quick access **Skip to...** links
- One of the following two items, depending on whether or not you are logged into UVACollab:
  1. Before logging in: **Login** links
2. After logging in: the My Sites menu and your profile picture and name (a menu you access to Log Out)

- List of favorite sites (on Desktop View)
- Tool Menu for the current site
- Expand/Collapse Tool Navigation button (for sighted users, on Desktop View)
- Content area
- Footer

Important Access keys for main navigation

The major elements of a UVACollab site can be accessed via Access keys (see note for more information on how to use Access keys):

Content - This access key takes you to the area that contains the site where you are working.

- **Landmark:** main ("Jump to Content")
- **Access key:** [C]

Tools - Every UVACollab site has a Tool Menu with a list of links to the current site's tools.

- **Landmark:** navigation ("Tools")
- **Access key:** [L]

My Sites menu - After you log in, you can use this menu to access your active sites.

- **Landmark:** navigation ("My Sites")
- **Access key:** [W]

Note: The exact keyboard commands to trigger an Access key depend on your computer operating system and internet browser. Commonly used browsers tend to use the following commands:

- Most Windows browsers: Shift + Alt + [the Access key]
- Most Mac browsers: Ctrl + Option + [the Access key]

The information on Access keys in this note provided by [WebAIM.org (opens new window)](https://webaim.org/). You can learn more about Access keys on their website, [Keyboard Accessibility © WebAIM (opens new window)](https://webaim.org/).
Quick Access (Skip to...) links

Location: The quick access links are the first three links on the page. They are announced by text-to-speech software after the page title.

These links enable the user to reach frequently used areas of UVACollab.

Pictured above is how one of these (normally invisible) links displays on the page if you navigate using the Tab key on your keyboard in Chrome after logging in to UVACollab.

Login links

Before you log into UVACollab, two Login links are available, UVA Login and Other Login.

Location: On Desktop View, the Login links follow the access key links and the University of Virginia logo (Go to UVA home page link) on the portal. On Mobile View, the Login links are immediately after the access key links.

For more information on using a UVA Login, see UVA Logins, and for more information on using the Other Login, see Guest Password Email and Login.

My Sites

When logged in on Desktop View, the My Sites menu follows the access key links, replacing the Login links.

On Mobile View, the My Sites menu follows your profile picture and name (described below).

You can expand the My Sites menu to access your active sites.
Your profile picture and name (use this menu to Log Out)

When logged in on Desktop View, your profile picture (which displays a silhouette of a student with a graduation cap by default) and name follow the My Sites menu.

On Mobile View, your profile picture and name are at the top of the screen.

Selecting either your profile picture or name opens a menu with the following options:

1. Your profile picture and a Profile link that you can select to edit your picture or profile. For more information about editing your picture and profile, see How do I add or edit my profile photo from the header bar? and How do I set up my profile?
2. A Preferences link that will take you to a page where you can edit your UVACollab notifications, time zone, language, and active sites. For more information, see How do I set my preferences?
3. (For UVA accounts only) A Create New Site link that will take you to the Worksites Setup page to create a new site. For more information about creating sites, see How do I create a new course or collaboration site?
4. A Tutorial link to start the UVACollab introductory tutorial (this tutorial also appears the first time you log into UVACollab).
5. A Log Out link to log you out and take you to back to the Gateway page of UVACollab.
Favorite sites list (on Desktop View)

- **Location**: On Desktop View only, the favorite sites list appears after your name.
- **Landmark**: navigation (“Sites list begins here ”)
- **Heading**: Level 1 (“Sites list begins here ”)

This list contains the links to sites you most commonly use. You can select which sites appear in the list by following the steps in [How do I see and access my sites?](#). Each favorite site’s tab will either take you to the site, or if you Tab into the menu and press the Down arrow key, supply you with a submenu of that site’s tools so that you can go straight to that tool on the selected site.

Using the Up and Down arrow keys, you can navigate the submenu to the site specific tool links. These links can be activated using the Enter key.

If you have a large number of favorite sites, only the first ten sites will display in this list.

**Tool Menu for the current site**
• **Location:** On Desktop View, the Tool Menu appears to the left of the screen. On Mobile View, it can be accessed by selecting **Tools** near the top of the screen.
• **Landmark:** navigation (“Tools list begins here”)
• **Heading:** Level 1 (“Tools list begins here”)
• **Access key:** [L]

Pictured above is the Tool Menu of a **Home** site, in both Desktop View and Mobile View.

> **Note:** The *Help* tool will always be present as the last item in the Tool Menu no matter what site you are on. This enables quick access to the UVACollab help documentation.

### Expand/Collapse Tool Navigation (for sighted users, on Desktop View)

![Collapse button (Tool Menu expanded)](image1)

![Expand button (Tool Menu collapsed)](image2)

**Location:** On Desktop View only, at the bottom of the screen underneath the Tool Menu is a button to collapse or expand the menu. When collapsed, the Tool Menu displays with icons only, no text.

The *Expand/Collapse Tool Navigation* button display switches between << (to collapse the Tool Menu) and >> (to expand the Tool Menu), depending on the state of the menu.

> **Note:** Using the *Expand/Collapse Tool Navigation* button will have no effect on page navigation for users of screen reading software as all tools will still be available and announced.
Content area

The content comes after the Tool Menu.

- Location: On Desktop View, the content displays to the right of the Tool Menu. On Mobile View, the content appears underneath the Tools link.
- Landmark: main
- Heading: Level 1 “Content begins here”
- Access key: [C]

At the top of the content area for most tools, you will find:

1. The title of the tool you are currently viewing. This is also a Refresh Tool link that returns you to the main page of the tool when clicked. Pictured above is an example of an Assignments (Refresh Tool) link.
2. The title will be followed by a Help button, which opens a new tab or window (depending on your internet browser preferences) with help documentation for the current tool.

Access keys to navigate the content area

Most content views use some or all of these Access keys:

- Delete, remove, or cancel - Access key: [X]
- Edit or revise - Access key: [E]
- Help - Access key: [O]
- Refresh - Access key: [U]
- Save - Access key: [S]
- View or preview - Access key: [V]

Note: The exact keyboard commands to trigger an Access key depend on your computer operating system and internet browser. Commonly used browsers tend to use the following commands:

- Most Windows browsers: Shift + Alt + [the Access key]
- Most Mac browsers: Ctrl + Option + [the Access key]
Instructions for enlarging screen elements, modifying colors/contrast

You can use the browser's zooming function to increase text size. UVACollab will work well with up to 200% zoom.

If you need a higher level of magnification, or if you need to have the cursor/pointer augmented, you may be more comfortable using a third-party magnifier such as MAGic (opens new window) or ZoomText (opens new window).

To change color and contrast settings, use the operating system settings, browser settings, or your preferred browser plug-ins.

Getting more help

If you need further help, please contact collab-support@virginia.edu or refer to UVA's Accessibility Services web page (opens new window).
What are the important policies and rules for UVACollab?

When using UVACollab, it may be helpful to review the following policies and rules:

Data storage and security in UVACollab

Site access

Copyrighted content usage

Roster photo access

Course grade display

Tool integrations

Data storage and security in UVACollab

UVACollab is considered a general-use data storage service. It is not an appropriate repository for highly sensitive data, including but not limited to the following:

- Social Security numbers
- Passport numbers
- Financial account numbers
- Data protected by the Health Insurance Portability and Accountability Act (HIPAA)

Review the University Institutional Data Protection Standards for additional information on the University's data sensitivity classifications and recommendations for proper use.

Site access

The UVACollab team does not add individuals to sites or otherwise modify site membership without the permission of instructors or site owners due to departmental policies designed to ensure the integrity of all sites in the system. Occasionally, however, individuals require access to a site in which the instructor or site owner is indisposed or no longer affiliated with the University. In these situations, individuals should do the following:

1. Contact Anda Webb, the University's Vice Provost for Administration and Chief of Staff, to explain the circumstances and request access to the site. Provide as much detail as possible, particularly your University computing ID; the name of the site; the name of the original instructor or site owner; and the reasons for the request.
2. If the request is approved, forward the message containing the approval to it-policy@virginia.edu and copy UVACollab Support. Following the receipt of the approval message, UVACollab Support will grant access to the site.

**Copyrighted content usage**

Many instructors and site owners upload copyrighted content such as book excerpts or journal articles to share with their students or collaborators. We recommend that any individuals who upload copyrighted content into their sites consult the University Library's Copyright and Scholarly Communication Resources, particularly the Copyright Guidelines for Instructional Sharing, to ensure that their use of this content complies with current copyright laws.

The maxim outlined in the University Library's video "Fair Use in Seven Words" is a good general rule: "Use fairly. Not too much. Have reasons."

**Roster photo access**

Access to official student and instructor photos in the Roster tool is restricted due to University privacy policies related to the Family Educational Rights and Privacy Act (FERPA). When a course roster is added to a course site, official photos of the students and instructors in the Roster tool will only be visible to individuals listed as instructors of record for the roster in the Student Information System (SIS).

If individuals require access to the official photos of a course roster in which they are not listed as an instructor of record, we recommend that they contact the appropriate enrollment administrators of the school in which the course is offered and request to be added as an instructor of record.

**Course grade display**

Grades for individual gradebook items that have been released to students are visible to students in the Gradebook tool. However, course grades are not visible to students in the Gradebook tool due to University policies that designate the Student Information System (SIS) as the only official repository and record of course grades.

If instructors use the Gradebook tool to calculate course grades, they should export the course grades from UVACollab and import and approve the grades in SIS. The approved course grades will be visible to students in SIS following an overnight update.

**Tool integrations**

In addition to the tools that are currently available in UVACollab, in certain circumstances it is possible to add additional tools to the system using integrations such as the Learning Tools interoperability (LTI) standard. Before additional tools can be added to the system, the
University Procurement & Supplier Diversity Services department must receive a copy of a signed contract between the tool vendor and the University that includes the University's data protection language. Following the receipt of this contract, the UVACollab team can work with the tool vendor to configure the tool for use in UVACollab.

Individuals interested in additional tools are invited to contact UVACollab Support.
Home (formerly My Workspace)
What is Home?

When you log into UVACollab, you land in your Home site, your individual workspace. The Overview page in Home displays My Courses, the Message of the Day as well as all site announcements and a calendar. In the left-hand menu, you will find links to account utilities (Profile, Membership, Account and Preferences), My Resources, and Worksite Setup (where new sites are created).

Home Navigation and Display

Home consists of the following navigation and display elements:

1. Site Navigation across the top of the screen
2. The Tool Menu on the left
3. Home: My Courses
4. The Message of the Day
5. Home: Message Center Notifications
6. Home: Recent Announcements
7. Home: My Calendar

The Home area of UVACollab is designed to give you an overview of what is happening in all of your sites. It is also the area to update your profile, set preferences, and create new sites.
What is the My Courses tool?

The My Courses tool is displayed on the Overview page of your Home site. My Courses displays folders for each semester within which your course rosters may be found according to your enrollments in SIS (as a student) or with which you are associated as an instructor or teaching assistant in SIS (see note).

Corresponding links to existing UVACollab course sites also appear in My Courses for quick access to these sites.

Note: If you enroll in a course today in SIS, it will take an overnight update before that enrollment change will be evident in UVACollab.

View Options

- Watch a video.
- Read Tool Description.
Accessing My Courses

My Courses appears in the upper right column of the Overview page in your Home site.
View and Access Course Sites in My Courses

To view the courses you are teaching (instructor) or courses you are taking (students):

1. Click the folder icon next to the semester you want to view.
2. The Roster column displays all of your rosters for the selected semester based on the latest course data from SIS.
3. The UVaCollab Site (if created) column displays links to course sites associated with a roster. Click the site title link to go to that course site.
4. If no site is listed in the Site column, this usually means that the instructor has not yet created a site or has not yet associated a corresponding enrollment roster with the site.

Why is a site missing in My Courses?

There are several possible reasons why a course roster may be listed with no site link:

- An instructor has not yet created a site for the course.
- You have just enrolled in a course.
- An instructor has created a site, but has not yet added the course roster to it. If you're an instructor and you need to add a roster to your site, see How do I add a class roster?
- An instructor has created a course site, but has not yet published it to make it available to students. For more information, see What does Unpublished Site mean?
- Your instructor is not using UVACollab for their course. Check with your instructor to see if they are using another location to host the class site.
Instructor note: New course site shells are NOT automatically created. Instructors are empowered to create their own sites.

- To create a site for your class, see How do I create a new course or collaboration site?
- To reuse materials from another site into your new site, see How do I re-use content from one site in another site?

Why doesn't my course roster appear in My Courses?

If your course roster is not yet listed in My Courses for the current semester, it is likely due to the time delay for updating UVACollab with enrollment and instructor data from SIS.

For example, if you enrolled in a class today in SIS, it will take an overnight update before that change will be available in UVACollab. Similarly, instructors and TAs who were added to a course today in SIS will have access to the corresponding rosters/sites on the following day after the overnight update.

Student note: If you need immediate access to a site, your instructor can add you to it manually before the SIS update occurs.

Update Visible Tabs (no longer available after the May 2017 upgrade)

The option to Update visible tabs with current course sites was removed with the May 2017 upgrade of UVACollab.

Instead, students and instructors may Favorite all sites for a given semester in My Sites.
How do I see and access my sites?

Choose how to view the steps.

• Watch a video.
• Follow the step-by-step instructions.

Video Guide

Step-by-Step Instructions

Site Navigation

Your favorited sites appear as tabs across the top of the screen for easy access to sites you use the most. Click a site tab to access the site. You may return to Home at any time by clicking on the Home button on the far left of the site tabs.

There is also a Logout button in the upper right-hand corner to exit the system.

Note: Inactive or Archived sites will not display in the Site Navigation. You can access inactive sites from Worksite Setup in your Home site.
Jump to site tools.

Click the **down arrow** next on a site tab to expand the **Tools** menu for that site. Click a tool in the list to go directly to that tool.

Click the **up arrow** to collapse the **Tools** menu.

**My Sites**

The site navigation bar will only display up to 10 of your sites. To view all of your active sites, click on the **My Sites** button.
1. My Sites displays tabs to all of your active sites. My Sites are organized by type, either collaboration or course. Course sites are further grouped by academic term.
2. Quickly search for a specific site by entering part or all of the site title in the Filter Sites field.
3. Favorite/unfavorite all sites for given term by clicking the open star next to the term heading. Favorited sites appear with a gold star in front of the site title. Unfavorited sites appear with an open star in front of the site title.
4. Favorite/unfavorite individual sites by clicking the star next to it.
5. Access both active and inactive sites by clicking View All Sites to open Worksite Setup in your Home site.
6. Click Create New Site to open the workflow to create a new collaboration or course site.
7. Click Preferences to open and set preferences.

Note: Inactive sites will not display in the My Sites listing. You can access inactive sites from Worksite Setup in your Home site.

Favorite Sites

My Sites is where you can favorite sites by clicking on the open star in front of a site title. Favorite sites are designated with a gold star on the My Sites screen.

Up to 10 favorited sites will appear in the site navigation bar.
Organize Favorites

1. Click and drag favorite site tabs by the menu icon to reorder them in your favorites site navigation bar.

2. The option to automatically add new sites (created by you or others) to your favorites bar is ON by default. Click the ON switch to toggle this option OFF.
What is Worksite Setup?

Worksite Setup provides information about the sites to which you currently belong or may join. It is also where you can add, edit, or delete a site with appropriate permissions.

Many of the functions of the Worksite Setup tool mirror those of the Site Info tool. Worksite Setup is available through Home, whereas Site Info is available in each site.

To access this tool, click Worksite Setup in the Tools Menu in Home

Use Worksite Setup to view and access all sites.
1. Use the View menu in Worksite Setup to select the type of sites you want view. View site options are collaboration, course, all, softly deleted, and home sites.

2. Use Filter by Term to further filter your sites list to show only course sites in a selected term.

3. Use the Search field to enter all or part of a site title, then click the Search button.

4. Click a site title in the sites list to access the site.

Also see these Help articles on using Worksite Setup:

- How do I create a new course or collaboration site?
- How do I delete a site I created?
- How do I restore a site I deleted?
How do I set my preferences?

In Preferences, you may set global preferences for:

- Viewing (active) or hiding (inactive) sites in My Sites,
- Choose how often, or even whether, you want to receive email notifications of certain site activities,
- Set your time zone, and
- Select your language.

Choose how to view the steps.

- Watch a video
- Follow the step-by-step instructions

Video Guide

Step-by-Step Instructions

Go to Preferences.

Select the Preferences tool from the Tool Menu in Home.
Set Site Preferences.

1. In Preferences, select the Sites tab.
2. Site Title is the default Site Tab Display Format. Note: Most sites do not have a short description, so we recommend NOT selecting this option.
3. Below the Hide From Site Drawer heading is a complete list of all of your sites. Select sites that you no longer wish to view and access within My Sites.

Note: Hidden (archived) sites are still active in the system and are still visible and available to other site participants regardless of individual site display preferences.
1. Hidden sites appear with a grey background and a *selected* checkbox.
2. For course sites, you may select the checkbox next to a semester to hide all of the sites for that term.
3. Active (unhidden) sites appear with black text on a white background and *no check in a corresponding checkbox*.

Click Update Preferences.

![Update Preferences button](image)

To save your changes, scroll to the bottom of the screen and click **Update Preferences**.

**Notifications.**

To customize your notification settings, click the **Notifications** button.
Select notification preferences.

You may choose from the following three options for low priority email notifications in the Announcements, Resources and File Drop, Site Email (Email Archive), Syllabus, and Tests & Quizzes tools.

- Send me each notification separately. (Default setting)
- Send me one email per day summarizing all notifications.
- Do not send me notifications from this tool.

**These settings only apply to low priority items. High priority items will still be sent via email regardless of your settings here.**

- These settings apply to *all* UVACollab sites of which you are a member.
- Your Preferences setting for Tests & Quizzes applies to assessments *you* submit. If you are an instructor, and would like to receive email notifications when your students submit a specific assessment, you'll need to select that option in the assessment settings.
Click Update Preferences.

If you change any of the Notification settings, click Update Preferences to save your changes.

Time Zone.

To set your local time zone, click the Time Zone button.
Choose your time zone.

Select your local time zone from the list, and then click Update Preferences.

Language.

To set your preferred language, click the Language button.
Choose your language.

Select your preferred language from the list, and then click Update Preferences.
What is My Resources in Home?

My Resources provides private file storage in your Home site. However, Resources in other sites are generally available to all site participants by default.

With the exception of privacy and access, the features and functionality of the My Resources and Resources tools are the same. Please refer to What is the Resources tool? for more information on using this tool.

Note: The file storage quota for each site in UVACollab is 4 GB, including My Resources in Home. Please send email to collab-support@virginia.edu to request additional storage space in a site as needed.

To access this tool, select My Resources from the Tool Menu in Home.
How do I attach files from My Resources to submissions in my other sites?

You can attach items from My Resources in your Home site to any location in another site where you have permission to add attachments. For example, you may attach a file stored in My Resources to an assignment or forum post in one of your course sites.

This article will demonstrate attaching a file from My Resources to an assignment.

Choose how to view the steps.

- Watch a video.
- Follow the step-by-step instructions.

Video Guide

Step-by-Step Instructions

Upload item(s) to My Resources.

For information on uploading files to My Resources, see What is My Resources in Home? and How do I upload files to Resources?

Navigate to the site where you will be submitting the file.

Select the site with the assignment you want to submit.
Go to the tool where the assignment is located.

Select the tool where you will submit the file, for example, Assignments, from the Tool Menu of the site.

Access the item where you want to submit the file.

**Assignment List**

Select an assignment to view details, start working or edit your previous work.

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Status</th>
<th>Open</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essay #1</td>
<td>Not Started</td>
<td>Jan 8, 2018 12:00 pm</td>
<td>Jan 29, 2018 11:59 pm</td>
</tr>
</tbody>
</table>

Select the item where you will attach the file, for example, the title of an assignment.
Under Attachments, select files from workspace or site.

Click the button **or select files from workspace or site**.

Under Select a resource, attach a copy of the desired file.

An *Add Attachments* window will pop up to allow you to attach a file. Under *Select a resource*, folders and files within your Home site's *My Resources* will display by default. To select a file:

1. If the file you want to attach is located within a folder, click the **folder icon (Open this folder)** to display the file.
2. Under the **Actions** column to the right of the file you want to attach, click **Attach a copy**.
View items to attach.

Add Attachments to Assignment

Add an item from your computer or select an existing item from Resources. Once you've made your selection, select 'Continue', or select 'Cancel' to return without making any changes. You will return your assignment – which you should then save. Click "Continue" when done.

<table>
<thead>
<tr>
<th>Items to attach</th>
<th>Remove?</th>
</tr>
</thead>
<tbody>
<tr>
<td>StudentOne-EssayHomework1.docx</td>
<td>x Remove</td>
</tr>
</tbody>
</table>

The name of your selected file will appear under *Items to attach*. A *Remove* link will also be available; you can select this link if you decide not to attach the selected file.

**Note:** Depending on how the assignment you are submitting is configured, you may be able to attach an additional file by choosing *Attach a copy* beside another file.

Click Continue.

Click **Continue**  **Cancel**

The file is attached.

**Attachments**

- StudentOne-EssayHomework1.docx (11 KB; Jan 9, 2018 3:57 pm)  **Remove**
  - Select more files from computer
  - Browse... No file selected.
  - or select more files from workspace or site

A link to your file will be displayed under *Attachments*, along with the file's size, the date and time it was uploaded, and a *Remove* link to remove it if you decide you do not want to submit it.
Save or submit the assignment.

Submit  Preview  Save Draft  Cancel

Do not forget to select Submit when you are ready to submit the assignment, or Save Draft if you would like to continue working on it; otherwise the attachment will not be saved!
How do I view and edit my Account details? (Guest Accounts Only)

Your Account details include your User Id, Name, Email Address, and Password for UVACollab. People with Guest logins can change their password and update their name and email address if desired.

Go to Home.

When you first log into UVACollab, you are placed in your Home site. If you are viewing another UVACollab site, select the Home tab in the favorites bar at the top of the screen to access it.

Select Account.

Select the Account link in the Tool Menu of your Home site.
Modify account details.

<table>
<thead>
<tr>
<th>My Account Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>User</strong></td>
</tr>
<tr>
<td>User Id</td>
</tr>
<tr>
<td>First Name</td>
</tr>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td>Type</td>
</tr>
<tr>
<td>Disabled</td>
</tr>
<tr>
<td>Created By</td>
</tr>
<tr>
<td>Created</td>
</tr>
<tr>
<td>Modified By</td>
</tr>
<tr>
<td>Modified</td>
</tr>
</tbody>
</table>

Select the **Modify Details or Password** button.
Change your name, email or password.

1. Enter your First Name and Last Name in the boxes provided to associate a name with your account in UVACollab sites.
2. To change your email address, enter a new address in the Email box.
3. Enter your current password in the Enter Current Password box.
4. To change your password, enter the desired password in both the Create New Password and Verify New Password boxes. When the same password is entered in both boxes, a green check mark icon with the message Passwords match will appear under the password boxes.
5. At the bottom of the page, select Update Details.
If you changed your email address, change your User ID accordingly.

**My Account Details**

Alert: We recommend that you update your User ID to match your new email address. To do this please click on the link in the validation email which has been sent to myuvacollabemail@gmail.com. If you do not wish to change your User ID then please ignore the email.

<table>
<thead>
<tr>
<th>User</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>User Id</td>
<td><a href="mailto:uvacollabqa@gmail.com">uvacollabqa@gmail.com</a></td>
</tr>
<tr>
<td>First Name</td>
<td>Student</td>
</tr>
<tr>
<td>Last Name</td>
<td>One</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:myuvacollabemail@gmail.com">myuvacollabemail@gmail.com</a></td>
</tr>
</tbody>
</table>

If you entered a new email address for your account, an alert will appear at the top of the *My Account Details* screen to let you know that you can change your User ID to match your new email address.

It is recommended that you change your User ID to your new email address so when you log into UVACollab, you will enter the email address that is associated with your account.
In your email, find the Update Username page link.

An email with the subject *Please Validate your UVACollab Account* will be sent to your new email address. Access the **Update Username page** link included in the email.

Confirm changing your User ID.

Accessing the link in the email will take you to an *Update your account* page.

1. Enter your **Password** in the box provided.
2. Select **Update your account** to confirm changing your User ID.
Course and Collaboration Sites
What are course sites?

A course site is the official worksite for a given academic course with hooks to add official roster data from the Student Information System (SIS) in order to populate the site with enrolled students.

Course sites are created by the instructor (i.e., course sites are not automatically created) each semester. Course rosters will automatically be presented to official instructors during the site creation workflow.

Course sites utilize a suite of tools selected by the instructor to give students access to course materials and afford students with opportunities for interaction with other participants and submit their work.

Several tools integrate with the Gradebook in course sites where individual grades are calculated to produce a final course grade for export to the SIS for associated official class rosters.

Default participant roles for course sites.

The default participant roles in a course site are:

- **Instructor**: Instructors have full permissions throughout the site, including the ability to publish the site and set its global access. Instructors can read, revise, delete, and add both content and participants to a site. We recommend having only one individual in the Instructor role to avoid unintended site deletion by others in the Instructor role.
- **Secondary Instructor**: Secondary Instructors have similar permissions as Instructors: they can read, revise, and add both content and participants to a site, but cannot delete the site.
- **Teaching Assistant**: Teaching Assistants can read, add, and revise most content in their sections.
- **Student**: Students can read content, and add content to a site where appropriate.
- **Former Student**: Approximately 40 days after the end date of a course, anyone in the Student role in the course site is converted to Former Student whose access to Resources and other site content is disabled.
- **Waitlisted Student**: Role assigned to students added via Waiting List rosters for temporary access to the course site through the Add/Drop period.
What are collaboration sites?

Collaboration sites are designed to facilitate collaboration. You can invite anyone you wish to join your collaboration site. Collaboration sites are typically worksites where a project director, team, or committee can make announcements, engage in online discussions, and share resources such as documents or links to other web sites. Collaboration sites have all of the same tools available as course sites.

Default participant roles for collaboration sites.

The default roles in project sites are:

- **Owner**: The Owner role has full permissions throughout the site, including the ability to publish the site and set its global access. The Owner role can read, revise, delete, and add both content and participants to a site. Although a site may contain multiple owners, it is strongly recommended to limit ownership of a site to a single participant to prevent the inadvertent deletion of the site.
- **Administrator**: The Administrator role has full permissions throughout the site, excluding the ability to delete the site. Administrators can read, revise, delete, and add both content and participants to a site.
- **Member**: The Member role can read content and add content to a site where appropriate.
- **Observer**: The Observer role has read-only access to the site and very few permissions to otherwise interact in the site.

How do collaboration sites differ from course sites?

- Collaboration sites are not associated with credit course sections or academic terms.
- The roles in collaboration sites are different from roles in course sites.
- Official course rosters can only be added to course sites.

What should I do if I accidentally create a collaboration site instead of a course site?

If you haven't yet added content to the collaboration site, return to the Worksite Setup tool in your Home site to select and delete the collaboration site, then follow the steps to create a course site instead.

If you have already uploaded content to the collaboration site, you'll want to...
1. Create a course site.
2. In the course site, follow the steps to Import from Site and select the collaboration site's content for import into the course site.
3. Delete the collaboration site.
Where is my site?

There are several reasons why you may not be able to locate a site, including any of the following (more details in the steps below):

- A site has not yet been created for a course.
- You've just enrolled in a course. If you enrolled in a course today in SIS, it will take an overnight update before that change will be available in UVaCollab.
- If you have access to many sites, you may need to find your site in My Sites, or access it via Home > Worksite Setup.
- If you have hidden a site, you may access it via Home > Worksite Setup.
- You were removed from a course roster in SIS.
- A course roster was removed from a site.
- A site owner or administrator has removed access to the site.

How do I access sites?

You may find sites in the following UVACollab locations:

- Your Favorite sites navigation bar displays up to 15 favorited sites
- My Courses in your Home site provides access to available course sites organized by term
- My Sites provides searchable access to active course and collaboration sites
- Worksite Setup in your Home site provides searchable access to all sites, including inactive (a.k.a., hidden) sites

I used to have access to a site, but now I don't. Why not?

Changes in SIS data may have removed you from a course roster.

If your course site no longer appears in UVaCollab, it may be because your data in SIS has changed in some way, e.g., you dropped a course or there is block on your SIS registration status.

If a SIS issue has resulted in your removal from a course roster, contact the University Registrar’s Office to correct the problem.

A course roster may have been removed from a site.

If you were added to a site via an official course roster, and the roster was removed from the site, you will no longer have access to the site.
A site owner or administrator may have removed your access to the site.

Instructors, site owners and administrators control who has access to their sites. They can remove access in one of the following ways:

- Remove a course roster from a site.
- Remove a manually added site participant OR change a participant's status to Inactive.
- Unpublish a site.
- Delete a site.

If you need access to a site, contact the instructor, site owner or administrator to request access.
How do I create a new course or collaboration site?

If you have the appropriate permissions to create new course or collaboration sites in UVACollab, you may get started in:

- Worksite Setup,
- My Sites, or
- Your Account Profile menu.

You will be taken to the same site creation workflow from all starting points.

Choose how to view the steps.

- Watch a video for creating a Build Your Own Collaboration site.
- Watch a video for creating a course site using a template.
- Follow the step-by-step instructions.

Video Guides

Build Your Own Collaboration Site Video

Create Course Site Using Template Video

Step-by-Step Instructions

Create a new site from Worksite Setup.
Select the *Worksite Setup* tool in your *Home* site.

Click the New button at the top of the Worksite Setup screen.

Or, create a new site starting in *My Sites*.

Click on *My Sites* in the top banner.

Click *Create New Site* in the *My Sites* menu.
Or, create a new site starting from your Account menu.

1. Click on your Account name in the upper right corner of the banner to open the menu.
2. Click Create New Site to launch the site creation workflow.

Select your preferred site creation option.

- **Build your own site**: A *build-your-own site* presents a workflow that lets you choose the tools and features to include in your new site.
Create site from template: A template-based site comes with pre-selected tools to streamline the site creation workflow. Certain site templates come with pre-configured tools designed to facilitate development of a course portal, e.g., the Activities Grid and Activities Menu site templates.

Note: You may add or remove tools from sites created by either method once created. See How do I add a tool to my site? and How do I remove a tool from my site?

Build your own site option

If using the Build your own site option, choose either collaboration site or course site, depending in which type of site you want to create.

Create site from template (default selected) option

Click the Collaboration or Course menu to expand and select from the list of available site templates.

For Course sites only.

Select an academic term.
Click Continue.

Select one or more rosters to add to your site.

1. Select one or more course rosters in the list.
2. Click Continue or Continue with no roster.

Enter site information.

Enter the site title (required).
If a roster was selected, the Site Title will be pre-populated with the name of the roster. In this case, you may edit the Site Title or keep the pre-populated default title.

If no roster was selected for a course site, or if you are creating a collaboration site, enter a Site Title up to 25 characters long.

Select site language (optional).

If desired, you can change the default language for your site to any of the available languages listed. Languages in this list will vary depending upon the language pack(s) installed on your instance.

Click on the desired language to select it or leave as-is to accept the default language (English - American).

Enter a site description (optional).

The information entered into the description area will appear on the site’s home page. You may use the Rich-Text Editor here to enter your description.
Enter a short description (optional).

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

Intro Course

You may also enter a short description (with a maximum of 80 characters). This short description will display in the publicly viewable list of sites.

Accept or change the site contact information.

**Site Contact Name**

Demo Instructor

**Site Contact Email**

professor@myschool.edu

As the site creator, your name and email address will automatically appear in the *Site Contact Name* and *Site Contact Email* fields. To change the site contact info, enter the name and email address for the site contact. (The site contact is typically the site creator, owner, or instructor.)

Click Continue.

Click **Continue** to save your changes.
Select site tools (for build-your-own site option only).

Add and/or remove tools.
1. Place a check mark next to any tools that you would like to add to the site.
2. Remove check marks next to any pre-selected tools that are not needed in the site.

Click Continue.
Configure site access.

1. Select to **Publish** the site, or **Leave as Draft** (i.e. unpublished). Unpublished sites are only visible to site owners, not other participants such as students.
2. Choose to make site access **Limited to whom I add manually**, or through automatic roster updates or **Allow anyone to join the site with valid login id**.
3. Click Continue.
Confirm site setup.

You will see a screen which displays all of the site settings for verification. If everything appears correct, click Create Site.
How do I navigate in a site?

When you first log into UVACollab, you are taken to your Home site automatically. Your Home site is your individual workspace. You may access other UVACollab sites by selecting the My Sites menu at the top of the UVACollab screen, then selecting the title of the site. This article describes the navigation within a site once it is accessed.

Related Help Articles:

- What is Home?
- How do I see and access my sites?
- Using UVACollab's Accessibility Features - This article describes the UVACollab portal and hotkeys for navigation

⚠️ IMPORTANT: It is strongly recommended that you use the site navigation, and NOT the back and forward buttons in your web browser, to navigate within a site.

The Tool Menu
The Tool Menu is a customizable list of links for each available tool (e.g., Announcements, Forums, etc.).

The position of the Tool Menu varies depending on the size of your internet browser window. Pictured above is the Tool Menu of a Home site, in both desktop view (browser window larger than 770 pixels) and mobile view (smaller window). In desktop view, the menu displays to the left of the screen. On a small screen or mobile device, the Tool Menu can be accessed by selecting a Tools link near the top of the screen. If you are using a keyboard, you can also jump to the Tool Menu with an Access key: [L].

The number of links in the Tool Menu will vary depending on which tools were chosen for a site. The same tool may also have a different link in different sites, as the language used in a site and individual tool titles can be customized.

Select the tool's name to go to the corresponding tool.

Note: The exact keyboard commands to trigger an Access key depend on your computer operating system and internet browser. Commonly used browsers tend to use the following commands:

- Most Windows browsers: Shift + Alt + [the Access key]
- Most Mac browsers: Ctrl + Option + [the Access key]

The information on Access keys in this note provided by WebAIM.org. You can learn more about Access keys on their website, Keyboard Accessibility © WebAIM.

The site's Overview page
Selecting **Overview** on the Tool Menu takes you to the overview page for the site you are in. Depending on how the site is set up and which tools are included in it, the overview page may contain information about the site, recent announcements, a calendar, and/or links to recent messages.

**The title of a tool (Refresh Tool link)**

When you are using a tool, the **title of the tool** appears at the top of the screen after the Tool Menu. This is also a **Refresh Tool** link that returns you to the main page of the tool when clicked.

Pictured above is an example of an **Assignments (Refresh Tool)** link.

**Online help**

You can get help by selecting the **Help** link at the bottom of the Tool Menu. You can also jump to the help article for a specific tool by selecting the **Help** icon in the upper right corner of each tool.
How do I get back to the main page of a tool?

NEW in Sakai 11.2: The Reset button has been replaced! With the May 2017 upgrade to Sakai 11.2, the functionality of the former Reset button has been integrated into the tool title that appears at the top each tool screen.

Use the tool title to reset the page.

To refresh a tool and return to the main screen, click the tool title that appears at the top of a given tool screen.

Note: If you return to the starting point of the tool before saving (e.g., before choosing to add, post, save as draft, etc.), you will lose any information you have entered.
What does Unpublished Site mean?

By default, most sites in UVACollab are published when they are first created. However, site creators may unpublish their sites to take time to develop the site before giving access to site participants.

While a site is unpublished, site participants such as students in course sites and members in collaboration sites do NOT receive any email notifications from the site, including emails sent to the site email address.

Choose how to view the steps.

- Watch a video.
- Follow the step-by-step instructions.

Video Guide

Step-by-Step Instructions

How do I know if my site is unpublished?

If your site is unpublished, a banner displaying the text Unpublished Site will appear at the top of each page. This banner includes a (Publish Now) button that you can click to publish the site and make it available to site participants.

Footer
If the *Unpublished Site* banner does not appear, this means that your site has already been published.

Instructors and site administrators always have access to both published and unpublished sites in which they are enrolled.

*Note:* You may also publish or unpublish your site from the [Manage Access tab in Site Info](#).

**How do I unpublish my site?**

If your site is currently published, but you'd like to make it unavailable to site participants while you work on it, you can do so at any time by following the steps below.

**Go to Site Info.**

Select the **Site Info** tool from the Tool Menu of your site.

**Click Manage Access.**

**Set the Site Status to Leave as Draft.**

Under **Site Status**, select the option **Leave as Draft - accessible only to site maintainers**.

Footer
Update to save changes.

At the bottom of the page, click **Update**.

**View Unpublished Site.**

You'll be returned to the *Site Info* screen with the *Unpublished Site* banner displayed at the top of the page.

**Don't forget to publish your site!**

Students and site members cannot access an unpublished site and they cannot receive any email notifications from the site, including emails sent to its site email address!

When you're ready for site participants to access your site, click the **(Publish Now)** button in the *Unpublished Site* banner.
How do I delete a site I created?

Sites may be *softly deleted* by the person who created the site or by someone in a role that has site deletion permissions (e.g., Owner or Instructor).

Soft deletion means the site can be *restored* up to a year past the soft deletion date, after which it will be hard deleted and unrecoverable.

The decision to softly delete a site should be considered very carefully because deleting it will prevent access to and use of the site by others.

**Important**: If someone else created a site or it is still in use by others in the site (even if you created it), you should not delete it. Instead, you should hide it from your active sites by following the steps to hide the site in What is the Preferences tool?

Go to Worksite Setup in your Home site.

Select the **Worksite Setup** tool from the *Tools* menu in *Home* site.

Search for the site to delete.

1. In the **Search** field, enter the title of the site you want to remove.
2. Click the **Search** button.
Select and delete the site.

1. Check the box in front of the site you want to remove.
2. At the top of the screen, click **Delete**.

Confirm deletion.

**Softly Deleting Site...**

This site will be 'softly deleted' but will remain accessible to you via the "View softly deleted Sites" option in the Worksite Setup tool which is found in Home. It will eventually be purged as per the schedule set by your System Administrator. Participants will no longer be able to access the site, however the contents of the site will be preserved and you can restore access to the site at any time before it is purged.

You have selected the following site for soft deletion:

15F CIS 1010-1 (UNKX)

[Mark for deletion] [Cancel]

You will be prompted to confirm the action to remove the worksite permanently. Click **Mark for deletion** to remove it.
More Help on softly deleted sites

Also see the article on [How do I restore a softly deleted site?](#)
How do I restore a site I deleted?

If you recently deleted a site you created, you can restore the deleted site.

Go to Worksite Setup in your Home site.

Select the Worksite Setup tool from the Tool menu in your Home site.

From the View menu, select Softly Deleted Sites.
Select and restore the site.

1. Check the box(es) in front of the site(s) you want to restore.
2. Click the Restore button.

*Note: To preview a deleted site before restoring it, click on the site's Worksite Title in the list.*

View All Sites.

From the View menu, select All My Sites.
Access the restored site.

You can locate and access your restored site in the list of all your sites. Anyone else who was able to access the site before it was deleted will be able to find it, too.
How do I ensure that links to my content in my site will migrate into a new site?

Thanks to UVACollab's link migration features, links to resources, assignments, forums, and discussions inserted in a site via the Server Browser will migrate if this content is transferred into a new site. For example, if an instructor creates an interactive syllabus in the Syllabus tool with links to readings in the Resources folder, and subsequently duplicates the site, the links to readings in the new site will function just as they did in the old site.

Content and links inserted via the Server Browser can be transferred into new sites using the following methods:

- **The Duplicate Site function**
- **The Import from Site function**

Some links will need to be modified or restored after content is transferred into a new site:

- When the contents of the Assignments tool and the Forums tool are transferred into a new site, assignments and forums items are placed in Draft mode. Links to these items will function correctly, but the items will need to be published in order for them to be accessible to students. Items that include dates will also need to be updated to reflect the dates in the current semester.
- When the contents of the Tests & Quizzes tool are transferred into a new site, all items are placed in the Working Copies tab. Therefore, links to these items do not migrate; the items will need to be published and re-linked in the new site.

Inserting links using the Server Browser

For more information on inserting links through the Server Browser, see [How do I create a link to an activity in the Rich-Text Editor?](#)

Migrating content and links via the Duplicate Site function

For more information on migrating content (and associated links) to a new site using the Duplicate Site function, see [How do I duplicate a site?](#)

Footer
Migrating content and links via the Import from Site function

For more information on migrating content (and associated links) to a new site using the Import from Site function, see How do I import content from one site to another?

Editing content that has been placed into draft or unpublished mode

When the contents of the Assignments tool and the Forums tool are transferred into a new site, assignments and forums items are placed in Draft mode. Links to these items will function correctly, but the items will need to be published in order for them to be accessible to students. Items that include dates will also need to be updated to reflect the dates in the current semester.

- For more information on publishing assignments, see How do I add an assignment? (note that the assignment dates will need to be adjusted to the current semester)
- For more information on publishing forums, see How do I add a new topic?

When the contents of the Tests & Quizzes tool are transferred into a new site, all items are placed in the Working Copies tab. Therefore, links to these items do not migrate; the items will need to be published and re-linked in the new site.

- For more information on publishing assessments, see How do I publish an assessment (i.e. test or quiz)?
How do I re-use content from one site to another site?

This article summarizes the options for re-using content in sites, and provides links to individual articles which contain the steps for each option.

You can re-use content from multiple tools in a site by either:

1. **Creating a new site that duplicates the tools and content from an existing site:** [Duplicate Site](#).
2. **Or importing content from one existing site to another:** [Import from Site](#).

You can also copy specific **Resources** items from one site to another, or export a specific assessment from **Tests & Quizzes** in one site, then import it into a new site:

1. **Copy a Resources file or folder from one site to another.**
2. **Export and import tests or quizzes.**

With the exception of **Resources** items, which become available to participants in the new site immediately upon import, many imported items will be added to new sites in **Draft** form. You'll need to edit release dates on these items and **Save**, **Publish**, or **Post** them to make them available to students in your new site. Depending on the tools and activities in your site, some needed updates may include the following:

- Edit draft announcements and post each announcement in the **Announcements** tool.
- Click on **Forum Settings** for each draft forum in the **Forums** tool to post the forum, thereby making the forums and topics available to students in the site.
- Edit draft assignments, update delivery dates, and post each assignment draft in the **Assignments** tool. This will make the assignments available to students in the new site.
- Change the available and due dates on assessments in the **Tests & Quizzes** tool and publish them.
- Optionally, you may want to edit items in your site’s **Gradebook** tool to release them to students, as you deem appropriate.
Import all content from specific tools or an entire site.

Duplicate a site.

Duplicating a site makes a copy of the content of your current site. Student information, submissions, and grades are NOT copied to the duplicated site.

For detailed instructions to Duplicate Site, see How do I duplicate a site?

Import content from one site to another.

If you have already created a site and want to import all instructor-created content from one or more tools in your other site(s), you can use the Import from Site option. Student information, submissions, and grades are NOT copied to the destination site.

To use Import from Site, follow the detailed instructions in the article How do I import content from one site to another?
Copy specific resources or assessments.

Copy Resources content from one site to another.

If you just want to copy a few specific items in Resources from one site to another (for example, from Home to Resources in one of your course or collaboration sites), follow the steps in How do I copy a Resources file or folder from one site to another site?

Export a test or quiz from one site and import it into another.
For instructions to export a *Tests & Quizzes* assessment, save it to your local computer, then import it into another site, see [How do I export and import assessments?](#)
What is a joinable site?

When sites are created in UVACollab, the owner creating the site has the option to make the site joinable on the Set Site Access screen during site creation or on the Site Info > Manage Access screen in an existing site. Anyone with a UVACollab account can add themselves to a joinable site.

Site owners or administrators must make the decision whether or not to make the site joinable and choose a role for those who join.

Teaching Assistants who are not on the SIS class roster and guest lecturers may be manually added to a course site using the steps in How do I manually add people to my site?

For information about joining sites, see How do I join a site?

INSTRUCTORS: In most cases, instructors should NOT configure a course site to be joinable. Doing so does not enroll a student in your course and is not the sanctioned method for making course sites available to students. Instead, an official class roster from SIS should be added to the site to give officially enrolled students access to it. Refer to How to create a course site: Select one or more rosters to add to your site for adding a roster during site creation, or How do I add a class roster? to add a roster to an existing site.

Examples of joinable sites

Some examples of joinable sites include:

Footer
• Clickers - Site for faculty using iClicker to collaborate and share information
• UVA Want Ads - Site where you can find and post items for sale or wanted, housing or rental ads, etc.

(If you are not a member of one of these sites and you would like to join it, log into UVACollab, select the link, then select Yes to join the site.)

What roles can participants have when they join a site?

Global Access

Global access settings allow you to decide who has access to your site once it is published. In addition to the participants you've added, you can open your site so that anyone with a valid login can join it.

- Limit to official course members or to those I add manually (recommended)
- Allow any UVACollab user to join the site

Important: People who join your site can access the materials on your site. Sites with sensitive materials should not be made joinable.

Role for people that join site: [Member]

Additional Options:
- Member
- Observer

Joinable roles are restricted to prevent granting anyone an access level that would allow them to make inappropriate changes to the site data or delete the site. The available joinable roles depend on the site type: collaboration sites allow Members or Observers to join; course sites only allow Students, Former Students, or Waitlisted Students to join.

The site owner/instructor must intentionally change the role for participants who have joined a site to grant them a higher access level in the site.
How do I join a site?

If a site owner or instructor has configured their site to be joinable, you can add yourself to it in one of three ways:

1. Using a site URL,
2. Using the Membership tool in Home,
3. Using the Site Browser on the UVACollab Gateway.

For more information about joinable sites, see also:

- What is a joinable site?
- How do I unjoin or remove myself from a site?

Join a site with a site URL.

The owner or administrator of a joinable site can provide you with a site URL that you can access to join the site.

If you are not logged into UVACollab, select UVA Login.

After selecting UVA Login, log in using NetBadge.

Go to the Site URL provided.

Click the link provided by the site owner or instructor, or copy and paste it into your internet browser window and go to it.
Select Yes to join.

You will see a message indicating that you are not currently a member of the site. Select Yes to join it.

Join a site via Membership in your Home site.

You can search for and join a site via Membership in Home.

Go to Home.

When you first log into UVACollab, you are placed in your Home site. If you are viewing an individual course site, select the Home tab in the favorites bar at the top of the screen to access it.

Go to Membership.
Select the **Membership** tool from the Tool Menu in **Home**.

Select the **Joinable Sites** tab.

**Enter site title and Search.**

1. In the **Search** box, enter at least part of the title of a site you want to join (e.g., **UVA Want Ads** or **Collab**) to find all joinable sites with that word or phrase in the title.
2. Click the **Search** button.

Select **Join** for the site you want to join.

A list of sites with titles containing the search terms will display. Locate the site you would like to join in the list and click the **Join** link under the site's title.
View confirmation.

**Joinable Sites**

There are no unjoined sites matching your search of "uva want".

You are now a participant in site UVA Want Ads

A message that you are now a participant in the site will briefly appear on the screen.

**Join a site via the Site Browser.**

You can search for and join a site using the *Site Browser* on the UVACollab Gateway page.

**Go to the UVACollab Gateway.**

Visit the UVACollab Gateway (it is also linked in the footer of every UVACollab page).
Access the Public Sites browser.

Click the Public Sites link in the Tool Menu.

Enter site title and Search for Sites.

1. In the Search for Sites box, enter at least part of the title of a site you want to join (e.g., UVA Want Ads or Collab) to find all joinable sites with that word or phrase in the title.
2. Click the Search for Sites button.
Select Join Now for the site you want to join.

A list of sites with titles containing the search terms will display. Locate the site you would like to join in the list and click the **Join Now** link for that site.

Access the site.

You will see a message that you've successfully joined the site. Click the site link that displays to visit it.
How do I unjoin or remove myself from a site?

If you were manually added (NOT added by a SIS course roster) to a site, or you chose to join a joinable site, you may be able to unjoin or remove yourself from the site.

For more information about joinable sites, see also:

- What is a joinable site?
- How do I join a site?

Note: Instructors in course sites and Owners in collaboration sites cannot unjoin their sites. Only those who have been manually added to a site (e.g., those NOT added by a course roster) and assigned a role other than Owner or Instructor may unjoin a site.

Go to your Home site.

When you first log into UVACollab, you are placed in your Home site. If you are in another site, click on the Home site tab.
Go to Membership.

Select the Membership tool from the Tool Menu.

(Optional) Enter site title and Search.

If you have many sites in the list of your sites, it may be easiest to search for a site you'd like to unjoin.

1. In the Search box, enter at least part of the title of a site you want to unjoin (e.g., UVa Want Ads) to find your sites with that word or phrase in the title.
2. Click the Search button.

Select and unjoin site(s).

1. Select the check box(es) to the left of the site title(s) you want to unjoin.
2. Click the Unjoin button.
Click Unjoin to confirm.

Confirm Change

Are you sure you want to unjoin the following sites?

1. UVA Want Ads

Unjoin  Cancel

Click Unjoin to confirm the action.
What are Site Templates?

Site templates are pre-configured sites from which new sites may be created. Site templates...

• Support both course and collaboration site types,
• Streamline the site creation process,
• Include pre-selected tools and content, and
• Standardize the presentation of content and activities for site participants.

UVA departments and schools may consult with the UVACollab team to request a site template with specific features, naming conventions, and content to standardize sites for their courses.

Refer to How do I create a new course or collaboration site for steps to create a site using a site template.
What are Basic site templates?

There are two Basic site templates - one for collaboration sites and one for course sites. Both Basic collaboration and course site template are designed to provide basic features for communicating, sharing, organizing, and archiving documents, and conducting online discussions. The Basic course site template also includes features for conducting learning activities and grading.

What tools are included the Basic collaboration site template?

Sites created from the Basic collaboration site template give all site participants access to:

- Announcements and Site Email for communications with site participants,
- Upload and share documents in Resources,
- Set up and conduct online discussions in the Forums tool.

Site creators and any site participants in the Owner and Administrator roles also have access to the Template Help at the top of the left tools menu for information on setting up and using features in their site. Note: Template Help is not visible to Members and Observers in the site.

Other tools can be added or removed in the new site by following the steps in How do I add a tool to my site? or How do I remove a tool from my site?
What tools are included in the Basic course site template?

The Basic course template incorporates basic features for courses, including...

- Overview
- Syllabus
- Announcements
- Anonymous Feedback
- Assignments
- Forums
- Gradebook Classic
- Resources
- Roster - This tool is only available to those in the Instructor, Secondary Instructor or Teaching Assistant role. It is not available to those in the Student role.
- Site Email
- Site Info

Other tools can be added or removed in the new site by following the steps in How do I add a tool to my site? or How do I remove a tool from my site?
What are Activities site templates?

Activities course templates allow you to streamline the learning experience for your students using the Lessons tool (re-labeled as Activities in the Activities Grid site template or Weeks in the Activities Menu site template). With these templates, you can...

- Add sub-sections and sub-pages to a main page, in order to better organize your content;
- Create individual units (organized as weeks, chapters, topics, etc.) that can be found in the Tool Menu for easy navigation;
- Hide access to pages or sections until specific dates have passed, or specific actions have been completed.

The Activities course templates utilize hidden tools in order to eliminate unnecessary and distracting access to certain features by students who will instead access content and activities via links within the Activities page(s) to specific items when appropriate. Hidden tools appear in *italics* to instructors.

⚠️ **Note:** Tests & Quizzes must be visible to students to make feedback available to students.
The Activities Grid template includes tools that instructors may want to use for developing online activities and content, such as Assignments, Forums and Resources. These tools are hidden from the students and only visible to instructors.
The *Activities* tool in this template includes a grid, or table, that instructors may modify to add topical information and insert links to readings, discussions, assignments, and tests & quizzes created elsewhere in the site that coincide with particular class sessions or topics.
Instructor and Student Views of an Activities Menu site

Tool Menu

The Activities Menu template includes course tools found in the Activities Grid template with the addition of multiple instances of the Lessons tool, each labeled for a given Week in the course which are used to structure delivery of content and activities to students.

Some instances of the Lessons tool (Weeks) are deliberately hidden from student view. Instructors should hide and unhide these units as the semester progresses from lesson's page Settings (check or uncheck the option, Hide this page from users (page will not appear in left margin)).
Week 1 tool

For each instance of the Lessons tool (Week 1, Week 2, Week 3, etc.), instructors can modify the table/grid to add topical information and insert links to readings, discussions, assignments, and tests & quizzes created elsewhere in the site that coincide with particular class sessions or topics.
What is the Site Info tool?

The Site Info tool contains many of the site management features needed by instructors and site owners to customize and manage their sites. Instructors and site owners may edit and rearrange the tools on their site toolbar, add participants, manage groups, publish or unpublish their site, import content from another site, and track participant enrollment activity.

If you have limited site permissions (e.g., if you are a student in a course site), you'll see only the site's description and your group memberships, if applicable, in Site Info.

Note: The functions of the Site Info tool are also available through the Worksite Setup tool, which is available from the Tool Menu when you are in Home.

To access this tool, select Site Info from the Tool Menu of your site.
How do I edit the site information?

The Site Information can be edited at any time to modify the site title, set the language for the site, and provide relevant information about your site. The Site Information appears on the Home page of your site. Updating the Site Information with information about the purpose of the site/course can be a great way to introduce students and/or site participants to you and the site.

Choose how to view the steps.

- Watch a video.
- Follow the step-by-step instructions.

Video Guide

Step-by-Step Instructions

Go to Site Info.

Select the Site Info tool from the Tool Menu of your site.

Click Edit Site Information.
Edit the Site Title (optional and limited to 25 characters).

Change the Site Language (optional).

If desired, you can change the language for your site to any of the available languages listed. Click on the desired language to select it.

Notes:

- The site language defaults to the language that each individual viewing the site selected in their Preferences. In most cases, this is English.
- Some text (for example, text in certain UVaCollab messages or buttons) may display in English in your site, regardless of the selected site language. If a tool is not shown in the desired language, you can customize its name: Rename Tools.
Enter a site Description.

Use the Rich-Text Editor in the Description box to enter or edit information about your site. The information entered into the description area will appear on the site's Home page.

Enter a short description (optional).

You may also enter a Short Description (with a maximum of 80 characters).

Note: Site participants who have chosen to display site tabs with their Course name/description will see text from the short description in their site tabs instead of the Site Title.
Edit the Site Contact information.

- Site Contact Name: Demo Instructor
- Site Contact Email: professor@myschool.edu

Enter the name and email address for the site contact. (This is typically the instructor or site owner.)

Click Continue.

Click Finish to save changes.

You'll be shown a confirmation screen with your changes highlighted in red. Click Finish to save your changes.
How do I add a tool to my site?

UVaCollab has many different tools available to use in your course or collaboration site. You may choose which tools you want to use and add or remove tools at any point.

Choose how to view the steps.

- [Watch a video.](#)
- [Follow the step-by-step instructions.](#)

**Video Guide**

**Step-by-Step Instructions**

Go to Site Info.

Select the Site Info tool from the Tool Menu of your site.

Select Manage Tools.
Select your set of tools.

As you select tools from the *General* list, they are added to the *Selected tools* list.
Add multiple instances of some tools. (Optional)

The Lessons tool may be used as a single tool on the Tool Menu where students click to see all lessons, or there can be multiple Lessons tools added to the Tool Menu so that each tool is a separate lesson. See the What is the Lessons tool? for more information.

The Web Content tool points to any URL you enter and you may create as many of these as you want. Note: To avoid issues with browser blocks on mixed content, we recommend using the secure form of URLs denoted by https (note the "s" at the end), rather than http (or non-secure) URLs.

Click on the More Lessons Tools? or More Web Content Tools? drop-down menus to add additional instances of these tools.
Example: Multiple tool instances

The image above shows three Lessons tools (Module 1, Module 2 and Module 3) and two Web Content tools (Ask a Librarian and Oxford Dictionary) to be added to a site.

Select Continue.

Once you have made all of your tool selections, scroll down and select Continue.
Confirm tool selection.

**Confirming site tools edits for 17Sp French 101**

You have removed the following:
Anonymous Feedback

You have selected the following for your site (added tools highlighted):
Home
Announcements
Assignments
File Drop
Forums
Gradebook Classic
**NowComment**
Resources
Calendar
Site Email: 17sp-french-101@collab.its.virginia.edu
Site Info
Syllabus
Tests & Quizzes
Ask a Librarian ([https://www.library.virginia.edu/askalibrarian/?pk_campaign=Collab_templates](https://www.library.virginia.edu/askalibrarian/?pk_campaign=Collab_templates))
Roster

---

**Oxford Dictionary** ([http://oed.com](http://oed.com))

---

New tools selected are shown in bold, red text. Confirm that these are tools you want to add and click **Finish**. New tools are typically added to the bottom of the Tool Menu once you save your changes. See [How do I rearrange or rename the items in the Tool Menu?](#) for instructions on how to change the tool order.
How do I remove a tool from my site?

There are two locations in Site Info where you can remove tools from your site: Manage Tools and Tool Order.

Choose how to view the steps.

- Watch a video.
- Follow the step-by-step instructions.

Video Guide

Step-by-Step Instructions

Go to Site Info.

Select the Site Info tool from the Tool Menu of your site.

Remove a tool using Manage Tools.

Click Manage Tools.
Uncheck the box(es) next to the tool(s) to remove.

Remove the check mark(s) from the box(es) for any tool(s) you'd like to remove.

OR click the X icon to the right of a tool in the Selected tools list.

Alternatively, you can use the Selected tools list to remove tools. Click the X icon (Remove) to the right of a tool to remove it.

Click Continue.

Once you have deselected the tools, scroll down and click Continue.
Confirm tool selection.

Confiming site tools edits for 17Sp French 101

You have removed the following:
Announcements
Anonymous Feedback

You have selected the following for your site (added tools highlighted):
Home
Assignments
Forums
Gradebook Classic
Resources
Calendar
Site Email: 17sp-french-101@collab.its.virginia.edu
Site Info
Syllabus
Tests & Quizzes
Ask a Librarian (https://www.library.virginia.edu/askalibrarian/?pk_cam
Roster

Finish  Back  Cancel

Tools to remove will be listed at the top of the screen. Tools you have selected to keep in your site will be listed below them. Click Finish to confirm that these are the tools you want.

Remove a tool using Tool Order.

Click Tool Order.

SITE INFO

Edit Site Information  Manage Tools Tool Order Add Participants
Select to delete the tool.

1. To the right of a tool to remove, click the cog icon.
2. From the drop-down menu, select **Delete this tool**.

Confirm removing the tool.

You'll be prompted to confirm that you want to remove the tool (page) from the site. Click **OK** if you are sure you want to remove it.

Click **Save**.
How do I manually add people to my site?

You can manually add individual UVA participants to your site using their UVA computing IDs, e.g. mst3k, and non-UVA guests using their email addresses.

💡 Officially enrolled students automatically become participants in course sites when you add your course roster(s) to the site. For steps to do this, see How do I add a class roster?

Choose how to view the steps.

- Watch a video.
- Follow the step-by-step instructions.

Video Guide

Step-by-Step Instructions

Go to Site Info.

Select the Site Info tool from the Tool Menu of your site.

Select the Add Participants tab.
Add participant information.

1. For UVA participants, under *UVa Participants*, type or copy and paste each participant's UVa computing ID, e.g., mst3k, one per line.
2. For non-UVA participants, under *Non-UVa Participants*, enter their email addresses, one per line.
3. Under *Participant Roles*, choose whether to give all your newly added participants the same role or different roles (i.e., *Student*, *Secondary Instructor*, *Teaching Assistant*, etc.). Individual participant roles can be changed later on the main *Site Info* screen.
4. Under *Participant Status*, choose whether to let your newly added participants use the site and receive email notifications from it by selecting *Active*, or keep them from accessing the site for now by selecting *Inactive*.
5. Select *Continue*.
Choose participant role(s).

Assign all participants the same role.

For the default option of Assign all participants the same role, select the radio button for the desired role and then click Continue.

Select individual participant roles.

1. If you chose to Assign each participant a role individually, use the drop-down menus to the right of the participants' names to select each participant's role.
2. Click Continue.
Choose whether to send a notification email.

1. If desired, choose the Send Now option to send a notification email to new site participants. The default setting is Don't send.
2. Select Continue.

Confirm addition of participants.

A confirmation screen will display the options you selected for the new participants, i.e., whether they will be sent an email notifying them of the site's availability, their roles, and status (Active or Inactive). Review the list of new participants to confirm that they will be added to your site in the correct roles, with the correct status.

If the information is correct, select Finish. Alternatively, if the information is incorrect, you can select Back to return to the previous page(s) and change information.

Note: Participants’ Status should be set to Active if you want them to be able to access the site and/or receive email notifications from it.
How do I remove people from my course or collaboration site?

If you manually added participants to your site, you can also remove them.

Students, instructors, or teaching assistants added to sites via official roster data from the Student Information System (SIS) cannot be removed individually from a UVACollab course site. If a site participant has been removed from a course roster in SIS, they will be removed from the corresponding UVACollab site after an overnight update.

UVACollab does not destructively delete user data when removing participants from a site. Therefore, if you remove a participant from your site, and then later reinstate that participant, all of their activity within the site will reappear once you add them back into the site.

Choose how to view the steps.

- Watch a video for removing users from a site.
- Watch a video for making users inactive.
- Follow the step-by-step instructions.
Video Guides

Remove users from a site

Make users inactive

Step-by-Step Instructions

Go to Site Info.

Select the Site Info tool from the Tool Menu of your site.

Select manually-added participant(s) to remove.

<table>
<thead>
<tr>
<th>Name</th>
<th>Enrolled In</th>
<th>Id</th>
<th>Credits</th>
<th>Role</th>
<th>Status</th>
<th>Remove?</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Student), Tiffany</td>
<td>17F CIS 1030-1</td>
<td>Student</td>
<td>Active</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant, TA</td>
<td>17F CIS 1030-1</td>
<td>Teaching Assistant</td>
<td>Active</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant, TA-A</td>
<td>17F CIS 1030-1</td>
<td>Teaching Assistant</td>
<td>Active</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hall, Matthew</td>
<td>17F CIS 1030-1</td>
<td>Secondary Instructor</td>
<td>Active</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor, PI</td>
<td>17F CIS 1030-1</td>
<td>Instructor</td>
<td>Active</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In the Remove? column, check the box(es) to select the participant(s) to remove.

Students, instructors, or teaching assistants added to sites via an official roster in the Student Information System (SIS) cannot be manually removed. Instead, enrollment changes made in SIS will be reflected in course rosters in UVACollab course sites after an overnight update. For example, a currently enrolled student who withdraws from a course in SIS today will automatically be removed from the roster in the associated UVACollab course site the next day.
Tip: You can select to remove all manually-added participants from the site by checking the box at the top of the Remove? column.

Or make site participant(s) inactive.

Alternatively, if a participant was added to your site but you do not want to remove them from the site, you can prevent that person from accessing your site and receiving email notifications from it by making them inactive.

From the drop-down menu under the Status column for the participant, select Inactive.

Select Update Participants.

Select the Update Participants button at the bottom of the screen to complete the participant removal and update the participant list.
How do I add a class roster?

Note: Only instructors-of-record in the Student Information System (SIS) have permission to add class rosters to course sites in UVACollab. Instructors-of-record include anyone designated as a Primary Instructor (PI), Secondary Instructor (SI), Teaching Assistant (TA), or Graduate Teaching Assistant (GTA) for a given course/section in the SIS.

Choose how to view the steps.

- Watch a video.
- Follow the step-by-step instructions.

Video Guide

Step-by-Step Instructions

Go to Site Info.

Select the Site Info tool from the Tool Menu of your site.

Click Edit Class Rosters.
Click Add Roster.

Select the class roster(s).

1. Check the box next to the roster(s) you want to add your site.
2. Click Continue.
Click Add Class(es).
How do I remove a class roster?

Choose how to view the steps.

- Watch a video.
- Follow the step-by-step instructions.

Video Guide

Step-by-Step Instructions

Go to Site Info.

Select the Site Info tool from the Tool Menu of your site.

Click Edit Class Roster(s).
Select roster(s) to be removed.

![Edit Roster Access for 17F CIS 1020 (UNKX)](image)

Place a check mark in the *Remove* column for the roster(s) you want to remove.

**Click Remove Selected.**
Permissions and Roles
What are Permissions and Roles?

Permissions

Permissions allow users to access features and content within the tools included in a course or collaboration site. Usually, permissions are associated with users' roles within a site. For example, by default, individuals in the Owner and Instructor roles have the ability to view hidden files and folders in the Resources tool, while individuals in the Member or Student roles do not. Similarly, by default, individuals in the Instructor roles have the ability to send messages to the site email address via the Site Email tool, while individuals in the Student role do not.

In many cases, site owners or administrators can modify permissions for the various roles within a particular tool. For example, individuals in the Instructor roles have the ability to modify the permissions in the Site Email tool to allow students to send messages to the Site Email tool.

Note: the Resources and File Drop tools share a single set of permissions. These permissions can be modified by selecting Permissions in the Resources tool.

Roles

Roles are collections of permissions. More basic roles allow users to access posted content and perform basic tasks, while more advanced roles allow users to create and edit content, add site tools, add site participants, and modify permissions for other roles. The most advanced roles are the Owner and Instructor roles; these roles are automatically assigned to the creators of collaboration and course sites, respectively. In addition to the ability to create, edit, and delete content within the site, these roles have the ability to delete the site itself.

If necessary, site owners and administrators can change the roles of the participants in their sites. For more information on changing roles within a site, see How do I change participant roles within a site?

Roles in course sites

The following participant roles are available in course sites:

- Instructor: Individuals in the Instructor role have full permissions throughout the site, including the ability to publish or unpublish the site; add or remove site tools; add or remove site participants; modify permissions for other roles; create, edit, and delete content; and delete the site itself. By default, the Instructor role is automatically assigned to the creators of course sites, as well as any individuals listed as instructors on course rosters added to course sites.
Secondary Instructor: Individuals in the Secondary Instructor role have the same permissions throughout the site as individuals in the Instructor role; however, they do not have the ability to delete the site itself.

Teaching Assistant: Individuals in the Teaching Assistant role have significant permissions throughout the site, including the ability to create, edit, and delete content in most tools. By default, they do not have the ability to grade assessments in the Tests & Quizzes tool, add or remove site participants, or edit course rosters.

Student: Individuals in the Student role have the ability to access unhidden content in tools such as the Resources tool and the Lessons tool; they also have the ability to access and complete assignments, assessments, and posts in tools such as the Assignments tool, the Tests & Quizzes tool, and the Forums tool. By default, the Student role is automatically assigned to any individuals listed as students on course rosters added to course sites.

Waitlisted Student: Individuals in the Waitlisted Student role have the same permissions throughout the site as individuals in the Student role. By default, the Waitlisted Student role is automatically assigned to any individuals listed as waitlisted students on waitlist rosters added to course sites; at the end of the add/drop period, students on the waitlist roster who have not fully enrolled in the course will be removed from the course site. For more information on the Waitlisted Student role, see the help articles on waitlisted students.

Former Student: Individuals in the Former Student role have extremely limited access to the site, and cannot access content in most tools. By default, approximately six weeks after courses conclude, the Former Student role is automatically assigned to any individuals listed as students on the course rosters in the corresponding course sites. This change ensures that any copyrights associated with content in course sites are properly protected. Due to the limited nature of this role, it is not recommended for use in active course sites.

Roles in collaboration sites

The following participant roles are available in collaboration sites:

Owner: Individuals in the Owner role have full permissions throughout the site, including the ability to publish or unpublish the site; add or remove site tools; add or remove site participants; modify permissions for other roles; create, edit, and delete content; and delete the site itself.

Administrator: Individuals in the Administrator role have the same permissions throughout the site as individuals in the Instructor role; however, they do not have the ability to delete the site itself.

Member: Individuals in the Member role have the ability to access unhidden content in tools such as the Resources tool and the Lessons tool; they also have the ability to upload content in the Resources tool and send messages to the site email address via the Site Email tool. In tools usually used for course activities, such as the Assignments tool and the Tests & Quizzes tool, members have the same permissions as those associated with the Student role.

Observer: Individuals in the Observer role have the ability to view unhidden content in tools such as the Resources tool and the Lessons tool, but do not have the ability to create, edit, or submit content.
How do I change participant roles within a site?

Note: To complete these steps, you must be assigned a role having the necessary permissions within the site.

Choose how to view the steps.

- Watch a video.
- Follow the step-by-step instructions.

Video Guide

Step-by-Step Instructions

Go to Site Info.

Select the Site Info tool from the Tool Menu of your site.
Change the role from the drop-down menu in the list of enrolled participants.

Below your site's information, you will see its Participant List.

1. Next to the participant(s) whose role(s) you want to change, select the appropriate role(s) from the drop-down menu(s) under Role.
2. Click Update Participants to save your change.
Rich-Text Editor
What is the Rich-Text Editor?

In most areas of the system where text can be entered, you can control the appearance of your text using the Rich-Text Editor, sometimes called a WYSIWYG (What You See Is What You Get) editor. The toolbar in the Rich-Text Editor has icons for editing and formatting your text. You may also use the Rich-Text Editor tools to add images, links, audio and video to the text you enter.

The Rich-Text Editor is based on an open-source application called CKEditor. For more information on the CKEditor, you may also refer to the CKEditor 4 Documentation Site.

Please refer to What does it mean to make content Accessible? for links to articles with more information on creating accessible content using the CKEditor.

Note: To preserve formatting from a Word document when you paste text into the Rich-Text Editor, you should use the Paste from Word button as described in How do I paste text from a Microsoft Word document in the Rich-Text Editor? Some types of formatting, such as colored text, may need to be added manually in the editor after pasting.

Rich-Text Editor Toolbar

The Rich-Text Editor toolbar contains an array of icons. To make the editor easier to use on mobile devices with small screens, the available icons are reduced in mobile view (on an internet browser window smaller than 770 pixels in width). For images of the editor in both desktop and mobile view, see below:

- Desktop View
- Mobile View

See What actions can I perform using the Rich-Text Editor icons? for more information on individual icon functionality.
What actions can I perform using the Rich-Text Editor icons?

You can format text and insert links, images, and media items into your document using the Rich-Text Editor's icons. You can also check your content for accessibility.

Note: To make the editor easier to use on mobile devices with small screens, the available icons are reduced in mobile view (on an internet browser window smaller than 770 pixels in width).

Rich-Text Editor icons include the following:

Source

View and/or edit the document’s HTML source code (for advanced users).

Templates

Select a layout Template. Available Content Templates include the Activities Grid and Activities Menu, which can also be selected when creating a site.

For more information, see How do I add a Content Template in the Rich-Text Editor?

Cut

Cut highlighted text.

Footer
Copy

Copy highlighted text to the clipboard.

Paste

Paste the data copied to the clipboard.

Paste as plain text

Paste the data copied to the clipboard without formatting.

For more information, see How do I paste as plain text in the Rich-Text Editor?

Note: If you are pasting content from a Google doc or other web page, it is recommended that you use this button, as text copied from web pages and pasted directly into the editor can cause formatting issues.

Paste from Word

Paste content copied from Microsoft Word or similar applications.

For more information, see How do I paste text from a Microsoft Word document in the Rich-Text Editor?
Note: If you are pasting content from Word, it is recommended that you use this button, as Word can generate formatting code that may cause text not to post correctly, if it is pasted directly into the editor.

Preview

Open a preview of the content you are creating in the editor in a new browser tab or window.

Print

Print the current document.

Undo

Undo the most recent action taken.

Redo

Redo the most recent action taken.

Find

Find a word or phrase within the document.
Replace

Find and replace a word or phrase within the document.

Select All

Select all the text in the document.

Remove Format

Remove the formatting from the highlighted text.

Insert/Remove Numbered List

Create a numbered list. If you are listing items, it is important for accessibility to use a List icon (either Insert/Remove Numbered List OR Insert/Remove Bulleted List) instead of numbering items manually, e.g., 1), 2), 3), or typing an asterisk in front of each list item. For more information, see How can I make lists of items accessible?

Note: If text is highlighted when you click this button, it will be put in a numbered list. A paragraph break (a space created by hitting the Enter or Return key on the computer keyboard) creates a new list item.

Insert/Remove Bulleted List

Footer
Create a bulleted list. If you are listing items, it is important for accessibility to use a List icon (either Insert/Remove Numbered List OR Insert/Remove Bulleted List) instead of numbering items manually, e.g., 1), 2), 3), or typing an asterisk in front of each list item. For more information, see How can I make lists of items accessible?

Note: If text is highlighted when you click this button, it will be put in a bulleted list. A paragraph break (a space created by hitting the Enter or Return key on the computer keyboard) creates a new list item.

Decrease Indent

Decrease the paragraph indent.

Increase Indent

Increase the paragraph indent.

Block Quote

Format a block of text to identify it as a quotation.

Bold

Applies Bold formatting to highlighted text.
Italic

 Applies *Italic* formatting to highlighted text.

Underline

 Applies **Underline** formatting to highlighted text.

Strike Through

 Applies Strike Through formatting to highlighted text (i.e., crosses the text out with a line in the middle).

Subscript

 Subscript the highlighted text.

Superscript

 Superscript the highlighted text.

Align Left

 Set text alignment left.

Footer
Center

Set text alignment to center.

Align Right

Set text alignment right.

Justify

Justify text alignment.

Text direction from left to right

Display text left to right.

Text direction from right to left

Display text right to left. You would use this option to display a right-to-left language such as Hebrew or Arabic.

Link

Footer
Create hyperlink.

- **Note:** If you have highlighted text, you can create a link from that text to an item or activity in another tool. For more information on linking, see [How do I create a link to a Resources item in the Rich-Text Editor?](#) and [How do I create a link to an activity in the Rich-Text Editor?](#)

---

Unlink

Remove hyperlink.

Anchor

- **Note:** An anchor allows you to create a link from one location on a document to the location of the anchor on the same document.

---

Kaltura

- Insert media from your [Home](#) site's [My Media](#) or the [Media Gallery](#) tool in the current site.

For more information, see [How do I embed a Media Gallery file in the Rich-Text Editor?](#)

---

Record Audio Clip

- Create and display a voice recording.

---

Footer
For more information, see How do I record audio in the Rich-Text Editor, using the Record Audio Clip option?

**Image**

Insert an image into the document (e.g., an image stored in Resources).
For more information, see How do I embed an image in the Rich-Text Editor?

**Insert/Edit Movie**

Insert a video or audio player.
For more information, see How do I embed a video file from Resources in the Rich-Text Editor? or How do I embed an audio file from Resources in the Rich-Text Editor?

**Table**

Create a table with the defined number of columns and rows.
For more information on creating tables, see How do I add/edit a table in the Rich-Text Editor?

**Insert Horizontal Line**

Insert a divider line (horizontal rule).

**Smiley**

Select and insert an emoticon image (smiley faces, email icon, light bulb, etc.).
Insert Special Character

Ω

Select and insert a symbol or special character (e.g. accented letter, trademark, currency symbol, etc.).

For more information, see How do I add special characters in the Rich-Text Editor?

Add MathML Formula

Σ

Open a pop-up window in which you can enter mathematical formulas and symbols using MathML language. After selecting symbols in the MathML Editor window, an image will be generated in the editor containing these symbols.

For more information, see How do I add mathematical notation in the Rich-Text Editor?

Insert Font Awesome

airport

Open a pop-up window in which you can search for, select and insert a Font Awesome icon. Many icon options are available. You can also select the desired color and size for the icon.

Styles

Apply a special style to a block of text.

For more information on using styles, see How to structure a document to make it more accessible using styles.
Paragraph Format

The default Paragraph Format for text is Normal. Select a Heading from this menu to make selected text into a heading.

For information on using headings, see How can I structure my document to make it more accessible?

Font

Apply a selected font to a block of text.

Size

Applies a selected size to a block of text.

Text Color

Allows you to select and change the color of the text.

For recommendations about selecting text colors, see How can choices in background and text color affect accessibility?

Background Color

Changes the background color of the text.

Footer
For recommendations about selecting text background colors, see How can choices in background and text color affect accessibility?

Maximize

Maximizes the editor size inside the browser.

Important: In order to save your work, you will need to minimize the editor back to default size to access the save options. This is done by clicking the Minimize icon, which looks identical to the Maximize icon.

Check Accessibility

Allows you to check your content for basic accessibility issues and fix them.

See How do I check my content for accessibility? for more information on how to use the Accessibility Checker feature.

Show Blocks

Shows where there are block elements boundaries in the text and other text formatting, such as paragraph breaks.
What are some keyboard shortcuts for the Rich-Text Editor?

You can operate the Rich-Text Editor using a computer keyboard with the shortcuts and hotkeys below. For a full list of keyboard commands in the Rich-Text Editor, you may also refer to the [CKEditor list of shortcut keys](#).

Keyboard navigation to the editing area

From the UVaCollab content frame, **tab** or **arrow down** into the editor's text box to place focus in the text box and edit content. When you are done, you can tab or arrow down out of the editor.

Accessibility Help for the Rich-Text Editor

**Alt + 0** opens the *Accessibility Instructions* dialog for the Rich-Text Editor.
Hotkeys inside the editing text box

Formatting shortcut keys

When focus is in the editor, you can use formatting shortcut keys similar to those used in most word processors, such as Microsoft Word. Some examples include:

- **Bold** - Ctrl + B (in Windows) or Command + B (on a Mac)
- **Italics** - Ctrl + I (in Windows) or Command + I (on a Mac)
- **Underline** - Ctrl + U (in Windows) or Command + U (on a Mac)

In the example pictured above, **bold** text was added.

Navigate away from the editing text box to the list of formatting elements

Type **Alt + F11** to navigate to the list of formatting elements and styles that have been used in the text where your cursor was positioned.
Navigate away from the editing text box to the Editor toolbar

Type Alt + F10 to select the first button in the editor toolbar (i.e., Source) and begin using the toolbar.

Navigate within the Editor toolbar

When focus is in the Editor toolbar, you can navigate it as follows:

- Tab and Shift + Tab – move focus forward and backward among the toolbar button groups.
- Left Arrow and Right Arrow – move focus forward and backward among the toolbar buttons within a group, respectively.
- Enter and Space – activates a selected toolbar feature.
- Escape – puts the focus back to the editing area without executing any commands.

Tip: See the step Navigate away from the editing text box to the Editor toolbar for instructions to access the toolbar from the editing window.
How do I check my content for accessibility?

You can use the **Accessibility Checker** to inspect the accessibility level of content created in the *Rich-Text Editor* and immediately solve any issues that are found.

The **Accessibility Checker** presents issues with each item in the text box one at a time. For many issues, the **Accessibility Checker** gives you a *Quick fix* option. If a *Quick fix* is not available, the checker will describe what needs to be done to fix the issue.

Choose how to view the steps.

- [Watch a video.](#)
- [Follow the step-by-step instructions.](#)

**Video Guide**

**Step-by-Step Instructions**

**Select the Accessibility Checker icon.**

The **Accessibility Checker** icon looks like a human inside a dark-gray circle.

Footer
Use Quick fix options to correct issues.

The accessibility checker has multiple Quick fix options to correct accessibility issues. Below are a few of the most commonly used ones.

Quick fix option for images

1. If you have an image that lacks Alternative text, enter a short, meaningful description for the image in the text box provided.
2. Click the Quick fix button.

Note:

- If the image requires a longer description, include that description in the body of the document. If the text you would normally use as alternative text would be redundant to your description, leave the Alternative text box blank instead.
- If the image is purely decorative or used for visual formatting (e.g., a decorative horizontal bar that has no meaning, but separates text on the page), the alternative text description should be left blank to hide it from users of assistive technology.
- For more information about creating meaningful text alternatives for images, see How can I make images more accessible?
Quick fix option for paragraph formatting

Structuring your document with paragraph headings helps users of assistive technology navigate the page and "skim" content to get to what they need.

1. Select a Header level from the drop-down menu (the accessibility checker will automatically suggest a header level for you).
2. Click Quick fix.
Users of screen readers cannot read tables the same way sighted users do. Sighted users can tell at a glance what column and row a given cell is associated with, but a screen reader user needs a table to include appropriate headers and captions so that they can match up content in columns and rows.

1. From the Position drop-down menu, select where the headers belong in the table. Choosing Horizontally makes the text in the first row into headers, i.e., the text in each column of the first row becomes the title of that column. Choosing Vertically makes the text in the first column into headers, i.e., the text in each row of the first column will be the title of that row. Choosing Both puts headers in both the first row and the first column.

2. Click Quick fix.
Manually fix issues.

Sometimes the accessibility checker cannot provide a Quick fix because the suggested fix requires editing your text. For example, if you have a list of items that has been created by typing "1), 2), 3)" rather than using the Numbered List button, the accessibility checker will warn you that you need to select the text and make it into a real numbered list, so that users of assistive technology can navigate it more easily.

1. If you need to make manual changes, click the X icon (Close) in the top-right corner of the accessibility checker.
2. Edit your document's content accordingly.
3. Click the Accessibility Checker icon again to continue checking.
How do I create a link to a web site in the Rich-Text Editor?

You can create a link to an external web site in the Rich-Text Editor.

*Note: To link to an HTML page you have stored in Resources, see How do I create a link to a Resources item in the Rich-Text Editor?*

💡 Tip: If you are adding content in the Lessons tool, you may also add links directly as individual items on the page, rather than within the Rich-Text Editor. See the articles on adding content in Lessons for more information on embedding and linking items on a lesson page.

Choose how to view the steps.

- Watch a video.
- Follow the step-by-step instructions.

Video Guide

Step-by-Step Instructions

Select the text.

Please refer to the Oxford English Dictionary when you include definitions in your essay.

Footer
In the text box, select the text you would like to serve as a link to a web site. For accessibility, you should use meaningful text to describe your link.

Note: If you do not select text, the text of the link will display in full, linked to the site (e.g. http://collab.itc.virginia.edu/).

Select the Link icon. The Link icon looks like a chain link.

Or use Ctrl/Command + L on the keyboard to open the Link dialog box.

Alternatively, you can open the Link dialog box with the keyboard command Ctrl + L (in Windows) or Command + L (on a Mac).
Enter the URL.

The **Link** window will pop up for you to enter the link (URL).

1. Enter or paste (CTRL-V on a PC or COMMAND-V on a Mac) the **URL** for the web page to which you are linking in the box marked **URL**.
2. Click **OK** to confirm the addition of the link.

**Note:** To link to an HTML page you have stored in **Resources**, see [How do I create a link to a Resources item in the Rich-Text Editor?](#)

**View link in editor.**

Please refer to the [Oxford English Dictionary](#) when you include definitions in your essay.
The linked text will be underlined.
How do I create a link to a Resources item in the Rich-Text Editor?

In the Rich-Text Editor, you can create a link to an item stored in Resources using the Server Browser. In the Server Browser, you can either upload a new file to Resources and link to it, or you can link to a file you already have saved to Resources.

Tip: If you are adding content in the Lessons tool, you may also add links directly as individual items on the page, rather than within the Rich-Text Editor. See the articles on adding content in Lessons for more information on embedding and linking items on a lesson page.

Choose how to view the steps.

- Watch a video.
- Follow the step-by-step instructions.

Video Guide

Step-by-Step Instructions

Select the text to be linked.

In the editor, select the text you would like to serve as a link to the file or folder. For accessibility, you should use meaningful text to describe the file or folder you are linking.
Select the Link icon.

The Link icon looks like a chain link.

Or use Ctrl/Command+L on the keyboard to open the Link dialog box.

Alternatively, you can open the Link dialog box with the keyboard command Ctrl+L (in Windows) or Command+L (on a Mac).
Select Browse Server.

The *Link* window will pop up. In the *Link* window, select **Browse Server**.

| Note: If you copy a link in *Resources* and paste it into the **Rich-Text Editor** in another tool (e.g. *Lessons*) rather than using the **Server Browser** to select the item in the editor, the link will not change when you **import content** from the site. |
If needed, upload a file to Resources.

The Server Browser window will pop up, displaying content in the current site's Resources tool. If you want to link to a file that has not yet been uploaded to Resources, select the Upload files button at the top of the page. The Upload files button looks like a paper tray with an arrow pointing up above it.

If you already have the file or folder to link stored in Resources, skip to the step below, Select the file or folder to link.

Drag and drop a file or Select files.

Drag a file from your local computer and drop it into the Drop files area or click Select files to navigate to the file on your computer.
If you clicked Select files, choose the file to upload.

1. Locate and select the file to upload from your computer.
2. Click Open.

Select the file or folder to link.

You can create a link to either a file or a folder.
Link to a file.

1. Select the **name of the folder** that contains the file to link. This will expand the folder contents.
2. Select the **name of the file** you want to link.
3. Click the **OK** button in the bottom right-hand corner of the window.
OR link to a folder.

1. Select the **name of the folder** to link.
2. Click the **OK** button in the bottom right-hand corner of the window.
Select OK.

1. The Link dialog box will display the link to the file or folder in the URL box.
2. Select OK to create the link.

View link in editor.

Read Bruckner's article and be prepared to discuss.

The text linked to the Resources item will be displayed in blue in the editor.
How do I create a link to an activity in the Rich-Text Editor?

If you have created activities in your site such as assignments, assessments or discussion topics, you can link to one of these activities in the Rich-Text Editor using the *Server Browser*.

💡 Tip: If you are adding content in the *Lessons* tool, you may also add links directly as individual items on the page, rather than within the Rich-Text Editor. See the articles on adding content in *Lessons* for more information on embedding and linking items on a lesson page.

Choose how to view the steps.

- [Watch a video.](#)
- [Follow the step-by-step instructions.](#)

**Video Guide**

**Step-by-Step Instructions**

Select the text to be linked.

In the *Week 1 Discussion topic*, please respond to one of the attached discussion questions regarding Bruckner's article.
In the editor, select the text you would like to serve as a link to the activity. For accessibility, you should use meaningful text to link to the activity.

Select the Link icon.

The Link icon looks like a chain link.

Or use Ctrl/Command-L on the keyboard to open the Link dialog box.

Alternatively, you can open the Link dialog box with the keyboard command Ctrl + L (in Windows) or Command + L (on a Mac).
Select Browse Server.

The Link window will pop up. In the Link window, select Browse Server.

Note: If you copy a link in Resources and paste it into the Rich-Text Editor in another tool (e.g. Lessons) rather than using the Server Browser to select the item in the editor, the link will not change when you import content from the site.
Select the tool with the activity to link.

The **Server Browser** window will pop up, displaying content in the current site's **Resources** tool. In the left-hand menu, select the name of the tool that contains the activity to link, for example **Forums**. This will expand the tool's contents.
Select the item to link.

1. Select the **title of the activity** you want to link, for example the **title of a forum topic**.
2. Click the **OK** button in the bottom right-hand corner of the window.

Select OK.
1. The *Link* dialog box will display the link to the activity in the **URL** box.
2. Select **OK** to create the link.

View link in editor.

In the *Week 1 Discussion topic* please respond to or

The text linked to the activity will be displayed in blue in the editor.
How do I embed an image in the Rich-Text Editor?

You can embed an image file from Resources in the Rich-Text Editor using the Server Browser. In the Server Browser, you can either upload a new image file to Resources and link to it, or you can link to a file you already have saved to Resources.

Tip: If you are adding content in the Lessons tool, you may also insert images directly as individual items on the page, rather than within the Rich-Text Editor. See the articles on adding content in Lessons for more information on embedding and linking items on a lesson page.

Choose how to view the steps.

- Watch a video.
- Follow the step-by-step instructions.

Video Guide

Step-by-Step Instructions

Position the cursor in the editor.

Position your cursor in the editor at the location where you want to embed the image.

Footer
Click on the Image icon.

The Image icon displays a picture that looks like a landscape, with mountains and a sun.

Click Browse Server.

The Image Properties window pops up. Click Browse Server in the Image Properties window.
Upload the image file to Resources.

If you do not have the file uploaded to Resources already, select the Upload files icon at the top of the page.

If you already have the image you want stored in Resources, skip to the step below for instructions on how to Select the image to be embedded.

Choose file.

Drop the image file into the Drop files area or click Select files to navigate to the file on your computer.
Locate file on computer.

Select the image to embed.
The Server Browser window will pop up, displaying content in the current site's Resources tool.

1. Select the **name of the folder** that contains the image. This will expand the folder contents.
2. Select the **name of the image** you want to embed.
3. Click the **OK** button in the bottom right-hand corner of the page.

**Modify image properties.**

1. Enter short, meaningful **Alternative Text** into the text box to describe the image for screen reader users. This is important for **accessibility**. For more information on including alternative text and descriptions in your document, see [How can I make images more accessible?](#)
2. Adjust the image size if needed by entering numbers of pixels into the text boxes for **Width** and **Height**. These fields will be automatically pre-populated with the image’s original size.
Set the Alignment. (Optional)

In the Alignment options are None (default), Left, Center or Right to position the image in the text box.

Note: You can also edit the alignment of an image by clicking on the image after you have added it to the Rich-Text Editor and using the editor's Align Left and Align Right buttons.
Select OK.

Select OK to confirm the addition of the image to the editor.

Example of a left-aligned image.

Check out this cool cat - he's playing *Angry Birds*!

Pictured above is an example of a left-aligned image.

Footer
How do I embed a linked web image in the Rich-Text Editor?

You can embed an image from an external web page in the Rich-Text Editor.

**Note:** Your image may be located on a non-secure server. A non-secure server has `http://` in the link. (A secure server has `https://` in the link). If your image is located on a non-secure server, depending on their browser settings, your site participants may experience issues with mixed content. Mixed content issues are caused by a browser trying to display both non-secure and secure content at the same time. By default, many browsers block mixed content as a security precaution. In order to view an image located on a non-secure server within UVACollab, participants may need to select an option in their browser to allow mixed content.

**Tip:** If you are adding content in the Lessons tool, you may also insert images directly as individual items on the page, rather than within the Rich-Text Editor. See the articles on adding content in Lessons for more information on embedding and linking items on a lesson page.

Locate and copy the image link.

Locate the image on the web that you want to embed.
Right-click (on a PC) or CTRL-click (on a Mac) on the image and copy the image URL to your computer's clipboard. The option you select to copy the image URL depends on your browser. Some examples include: Copy image address, Copy Image Location, and Copy image URL.

Position the cursor in the editor.

For this week’s discussion, we will be examining the relationships between characters in *La Vie de Saint Alexis*. Please respond to one of the attached discussion prompts.

Position your cursor in the editor at the location where you want to embed the image.

Select the Image icon.

The **Image** icon displays a picture that looks like a landscape, with mountains and a sun.
Paste the image link (URL).

The *Image Properties* window pops up. In the *Image Properties* window, paste the copied image link in the *URL* box using the keyboard command Ctrl + V (in Windows) or Command + V (on a Mac).

**Modify image properties.**
1. Enter short, meaningful **Alternative Text** into the text box to describe the image for screen reader users. This is important for **accessibility**. For more information on including alternative text and descriptions in your document, see [How can I make images more accessible?](#).

2. Adjust the image size if needed by entering numbers of pixels into the text boxes for **Width** and **Height**. These fields will be automatically pre-populated with the image's original size.

### Set the Alignment. (Optional)

![Image Properties](image.png)

In the **Alignment** options are **None** (default), **Left**, **Center** or **Right** to position the image in the text box.

**Note:** You can also edit the alignment of an image by clicking on the image after you have added it to the Rich-Text Editor and using the editor's **Align Left** and **Align Right** buttons.
Caption the image (Optional).

Selecting the **Captioned image** check box will add an area where you can type a caption underneath your image.

Captions are recommended to group short, descriptive text with images. You might also use a caption for citing the source of an image.

**Important:** If you use a **Captioned Image**, it must also have appropriate **Alternative Text** that is different from the text used in the caption. Leaving **Alternative Text** blank hides an image from users of assistive technology, and they will not be able to read the caption if the image is hidden. For more information on including alternative text and descriptions in your document, see [How can I make images more accessible?](#)
Click OK.

Click **OK** to confirm the addition of the image to the editor.
Example of a left-aligned image.

Pictured above is an example of a left-aligned image with a caption added underneath it.
How do I embed a YouTube video in the Rich-Text Editor?

You can embed a YouTube video in the Rich-Text Editor using YouTube's embed code. When using video, you should select a video with captions for accessibility.

Tip: If you are adding content in the Lessons tool, you may also insert videos directly as individual items on the page, rather than within the Rich-Text Editor. See the articles on adding content in Lessons for more information on embedding and linking items on a lesson page.

Obtain the embed code for the YouTube video.

Locate the video you would like to embed.

1. On the YouTube site, search for the video you would like to embed.
2. Select the video.
Select Share.

On the YouTube page, select the Share link underneath the video.

Select Embed.

A Share dialog box showing the link to the video will pop up. Select the Embed link at the bottom of the Share box to view the embed code.
Select embedding options (Optional).

An *Embed Video* window will pop up showing the embed code and embedding options. If desired, scroll down in the *Embed Video* window to the *EMBED OPTIONS* section. This will allow you to select options for the embedded video.

By default the following options are selected:

1. Show suggested videos when the video finishes.
2. Show player controls.
3. Show video title and player actions.

You should leave the following options selected: *Show player controls* and *Show video title and player actions*. Allowing viewers to control the playback of a video is important for accessibility. For more information on making video accessible, see [How can I make videos and audio files more accessible?](#)

However, it is recommended that you remove the check mark next to *Show suggested videos when the video finishes*. Deselecting this option will prevent other videos from displaying when your selected video ends.

**Note:** You must complete this step before copying the embed code, or changes you make will not take effect.
Copy the embed code.

Select the YouTube embed code and Copy it to your computer's clipboard (CTRL+C on a PC or Command+C on a Mac).

Enter the embed code in the UVACollab editor.

In UVACollab, access the editor in which to embed the video and select Source.

Select the Source button in the Rich-Text Editor.
Paste the YouTube embed code.

In the source code, paste the YouTube embed code (CTRL+V on a PC or Command+V on a Mac).

Click Source again.

1. Click Source again to return the display to normal editing mode.
2. The embedded YouTube video will display as a box marked *IFRAME*.

**View video in posted item.**

Please review the *Medieval Helpdesk* video below and write a response to it in *this week's discussion in Forums*.

After you **Save** or **Post** the item you were creating in the editor, the published item displays the embedded YouTube video in place of the *IFRAME* box.
How do I add special characters in the Rich-Text Editor?

You can add special characters in the Rich-Text Editor from the Select Special Character window.

Position the cursor.

Position your cursor in the editor where you want to insert the special character or diacritical mark.

Select the Insert Special Character icon.

The Insert Special Character icon displays an omega symbol.
Select the special character or diacritical mark you want to insert.

The Select Special Character window will pop up.

When you hover your cursor over a character or use the arrow keys on your keyboard to navigate to a character, it will appear in the larger box in the upper right-hand corner of the window. While the character you would like to insert is selected, either click on it or press Enter on your keyboard to add it in the editor.

View special character.

The Select Special Character window will close and the special character will display where you had positioned your cursor.
You can create a table in the Rich-Text Editor by specifying the number of rows and columns you want, or you can add a template table, such as the Activities Grid template, in the Rich-Text Editor. For information on adding a template, see How do I add a Content Template in the Rich-Text Editor?

Choose how to view the steps.

- Watch a video.
- Follow the step-by-step instructions.

Video Guide

Step-by-Step Instructions

Position the cursor.

Below is a table listing characters in the Roumens and their relationships to the protagonist.

Position your cursor in the editor where you want the table to display.
Click Table icon.

The Table icon is a picture of a table with two rows and three columns.

Set the number of Rows, Columns and any other table properties needed.

1. In the Table Properties dialog box, enter the number of rows and columns you would like in the table into the Rows and Columns text boxes.
2. To specify the width and height of your table, enter a table Width and/or Height in the corresponding text boxes. For accessibility, it is recommended to enter dimensions in percentages, e.g. 100%. For more information, see How can I make tables more accessible?
3. Select where you would like to add table Headers from the corresponding drop-down menu (First Row, First Column, or Both). Headers are important to make your table accessible. For more information on creating table headers, see How can I make tables more accessible?

4. You can also specify Cell spacing and Cell padding in pixels. Cell spacing and padding affect the amount of white space surrounding the text you enter into table cells.

5. Enter a Border size if you would like borders on your table cells.

6. Choose the Alignment for your table (Left, Right, or Center).

7. Enter a Caption describing your table into the text box provided. Table Captions also help to make tables more accessible for users of assistive technologies such as screen readers. For more information on creating table captions and summaries, see How can I make tables more accessible?

8. When you have entered all the information for your table, click OK to confirm its creation.

View and enter text in the table.

![Example Table]

The newly created table is added to the editor. Enter text in it.

**Note:** The table's Caption displays at the top of the table.
Paste content in a table.

Below is a table listing characters in the *Roumans* and their relationships to the protagonist.

<table>
<thead>
<tr>
<th>Character</th>
<th>Relationship to protagonist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eufemians</td>
<td>father</td>
</tr>
</tbody>
</table>

To **Paste** content you have saved in your clipboard into a table, right-click (or CTRL-click on a Mac) in the table cell where you would like to paste the content, and select **Paste** from the drop-down menu.

Edit a table.

Right-click (or CTRL-click on a Mac) on the table to display the **Edit Table** drop-down menu.
Edit all Table Properties.

Below is a table listing characters in the *Roumans* and their relationships to the protagonist.

<table>
<thead>
<tr>
<th>Character</th>
<th>Relationship to protagonist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eufemiens</td>
<td>father</td>
</tr>
</tbody>
</table>

Select **Table Properties** from the drop-down list.
Adjust the Table Properties, click OK.

You can edit the *Table Properties* as described in the step above on how to set the number of Rows, Columns and any other table properties needed.

**Note:** You will no longer be able to add or delete Rows or Columns from the table in this dialog box. The options to enter the number of table Rows and Columns are displayed as grayed out and cannot be selected. To add or delete table Rows or Columns, see the step below on how to edit table cell(s).
To edit table cells, add or delete rows or columns, select cells and open the menu.

1. Select the cells you want to edit by clicking in one and dragging over the others with your mouse.
2. **Right-click** (or **CTRL-click** on a Mac) on the table to open the *Edit Table* drop-down menu.

**Note:** If you only want to modify one table cell, position your cursor in the cell and **right-click** (or **CTRL-click** on a Mac) to open the menu.
Edit table cell(s).

Below is a table listing characters in the Roumans and their relationships to the protagonist.

<table>
<thead>
<tr>
<th>Character</th>
<th>Relationship to protagonist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eufemien</td>
<td>father</td>
</tr>
</tbody>
</table>

To edit table cells, select **Cell** from the drop-down menu and choose the action you would like to take. You can **Insert Cell Before** or **After** selected cells, **Delete Cells**, or **Merge Cells**. If you select only one cell, depending on its position in the table, you may also have options to **Merge Right**, **Merge Down**, **Split Cell Horizontally**, and/or **Split Cell Vertically**.

Add or delete table row(s).
To add or delete table rows, select **Row** from the drop-down menu and choose the action you would like to take. You can **Insert Row Before** the selected cell(s), **Insert Row After** your selection, or **Delete Rows** to delete the row(s) containing the selected cell(s).

**Note:** Selecting a cell from each table row and choosing **Delete Rows** will delete the whole table.

Add or delete table column(s).

To add or delete table columns, select **Column** from the drop-down menu and choose the action you would like to take. You can **Insert Column Before** the selected cell(s), **Insert Column After** your selection, or **Delete Columns** to delete the column(s) containing the selected cell(s).

**Note:** Selecting a cell from each table column and choosing **Delete Columns** will delete the whole table.
Delete a table.

Below is a table listing characters in the _Roumans_ and their relationships to the protagonist.

<table>
<thead>
<tr>
<th>Character</th>
<th>Relationship to protagonist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eufemiens</td>
<td>father</td>
</tr>
</tbody>
</table>

To delete the entire table, right-click (or CTRL-click on a Mac) on the table and select Delete Table from the drop-down menu.
How do I add a Content Template in the Rich-Text Editor?

In addition to selecting a Site Template when you create a new site, you can add a Content Template in the Rich-Text Editor.

Choose how to view the steps.

- Watch a video.
- Follow the step-by-step instructions.

Video Guide

Step-by-Step Instructions

Select the Templates icon.

The Templates icon looks like a piece of paper with the corner folded down.
Select the Content Template.

Select the desired template. The Site Templates you can select when you create a new site are available among the template options.

⚠️ Important: By default, the Replace actual contents box is selected. If you have content in the editor that you do not want to delete, uncheck this box.
Add content to the Content Template.

You can now edit the selected template and add your content to it.
How do I paste text from a Microsoft Word document in the Rich-Text Editor?

To copy and paste text from Microsoft Word into the Rich-Text Editor, you should use the Paste from Word button. Word may automatically generate code when formatting text that might not work properly in the editor if it is pasted in directly.

Choose how to view the steps.

- Watch a video.
- Follow the step-by-step instructions.

Video Guide

Step-by-Step Instructions

Copy the text from Word.

Select the text in your Word document and copy it to your computer's clipboard (CTRL+C on a PC or Command+C on a Mac).
In the Rich Text Editor, select the Paste From Word icon.

The Paste from Word icon displays a clipboard with a W in a box in its lower right-hand corner.

**Paste the text.**

Paste (CTRL+V on a PC or Command+V on a MAC) the text from your Word document into the Paste From Word dialog box.
Click OK.

Click OK to add the text to the text box in the Rich-Text Editor.

Access pasted text in the editor.

You can now see and edit your pasted text in the Rich-Text Editor.
How do I paste as plain text in the Rich-Text Editor?

To copy and paste text from a Google doc or another web page into the Rich-Text Editor, you should use the Paste as Plain Text button. Using this button will help remove HTML formatting from copied content.

Why should I use Paste as Plain Text?

HTML copied from a web page and pasted directly into the editor can result in incorrectly formatted content. The copied HTML may not only affect the pasted text but also other text on the page in UVACollab where it appears.

For example, if content from a Google doc is pasted directly into the editor when making a post in Forums, formatting of the post with the pasted content and every other post on the page below it may be affected. Pictured above is a forum post that has been copied from a Google doc and pasted directly into the editor. The text stretches far to the right, off the page, requiring lots of scrolling to read it!
How do I use Paste as Plain Text?

Copy the text from the Google doc or web page.

Select the text in your Google doc or web page and **copy** it to your computer's clipboard (CTRL+C on a PC or Command+C on a Mac).

In the Rich Text Editor, select the Paste as Plain Text icon.

The **Paste as Plain Text** icon displays a clipboard with a T in a box in its lower right-hand corner.
Paste the text.

Paste (CTRL+V on a PC or Command+V on a MAC) the text from your computer's clipboard into the Paste as Plain Text dialog box.

Click OK.

Click OK to add the text to the text box in the Rich-Text Editor.
Access pasted text in the editor.

You can now see and edit your pasted text in the *Rich-Text Editor*.

**Note:** When you paste content as plain text, most formatting will be removed. You will need to add formatting such as **bold** and *italics* using the buttons in the Rich-Text Editor.
How do I embed a video or audio file from Resources in the Rich-Text Editor?

You can embed a video file in a text box using the Rich-Text Editor. Video and audio file types that can be embedded in the editor are .MP3, .FLV, .F4V, .MP4, .3GPP, .M4V or .MOV files.

For information on making video and audio files accessible, see How can I make videos and audio files more accessible?

Tip: If you are adding content in the Lessons tool, you may also insert videos directly as individual items on the page, rather than within the Rich-Text Editor. See the articles on adding content in Lessons for more information on embedding and linking items on a lesson page.

Upload your video or audio file to a folder in Resources.

See How do I upload files to Resources or File Drop? for more information on uploading.
Position the cursor in the editor.

Position your cursor in the editor at the location where you want to embed the video or audio.

Select the Insert/Edit Movie icon.

The Insert/Edit Movie icon looks like a movie clapperboard.
Select Browse Server.

The *Movie Properties* window pops up. Select **Browse Server** in the *Movie Properties* window.
Select the file to embed.

The Server Browser window will pop up, displaying content in the current site's Resources tool.

1. Select the name of the folder that contains the video or audio file. This will expand the folder contents.
2. Select the name of the video or audio file you want to embed.
3. Click the OK button in the bottom right-hand corner of the page.
1. The Movie Properties dialog box will display the link to the video or audio file in the URL box.
2. By default, the embedded media player will have a Width of 320 pixels and a Height of 240 pixels. You can enter new values to adjust the size of the player as needed. For audio files, it is recommended to set the Height to 35 so the audio player does not display a large, black box above the play button, pause button and other controls.
Select OK.

Select **OK** to confirm the addition of the video or audio file to the editor.
View MOVIE placeholder.

In the editor, the embedded video or audio file will display as a box marked MOVIE.

Play video or audio in posted item.

**Assignment Instructions**

Please review the video below and prepare your questions for next week's class.

After you Save or Post the item you were creating in the editor, the published item displays the embedded video or audio player in place of the MOVIE box.
How do I embed a Media Gallery file in the Rich-Text Editor?

You can embed a Media Gallery file in a text box using the Rich-Text Editor. For more information on how to use the Media Gallery to add video, audio, or image files to your site, see the vendor's Kaltura User Guide (PDF).

For information on making videos and audio files accessible, see How can I make videos and audio files more accessible?

In the editor, position your cursor where you want to embed the media.

Video Analysis

Watch the video below and think about how it was edited. Be prepared to discuss in class the techniques that were used (e.g., cuts, transitions, audio mixing) and how they affect the viewer's experience.

Select the Kaltura icon.
The Kaltura icon looks like a sun or star burst.

Select a media file.

A window will pop up displaying your media. Select an item to add it to the editor.

Note: If you do not have the media already uploaded, you can use the Add New link to upload an item.
View media.

1. A thumbnail image will display in the editor at the location of the embedded media item.
2. When the item you are creating in the editor is posted, the media will be available to view or play.
How do I record audio in the Rich-Text Editor, using the Record Audio Clip option?

You can record audio using the Rich-Text Editor.

For information on making audio files accessible, see How can I make videos and audio files more accessible?

Position the cursor in the editor.

Position your cursor in the editor at the location where you want to embed the recorded audio.

Select the Record Audio Clip icon.

The Record Audio Clip icon looks like a microphone.
Record audio using the buttons in the Audio recorder.

The Audio recorder window pops up.

1. Based on your computer and browser settings, you may be asked to share your microphone. If so, select a microphone to record and share it.
2. To start the recording, click Start recording.
3. When you are done recording, click Stop recording.
4. If you'd like to play back (preview) your recording before posting it, click Preview recording.
5. When you're ready to add your recording to the text box, click Post recording.
View audio placeholders.

In the editor, the audio player will display as boxes marked Player 1 of 2 and Player 2 of 2.

Play audio in posted item.

After you Save or Post the item you were creating in the editor, the published item displays the audio player in place of the Player boxes.
How do I enable and use LaTeX in my site?

UVACollab can display LaTeX equations as mathematical notation in most tools. Using LaTeX options, instructors and students can simply write LaTeX in an enabled tool and the resulting equation will be displayed beautifully.

Enable LaTeX in your site as follows.

Choose how to view the steps.

- Watch a video.
- Follow the step-by-step instructions.

Video Guide

Step-by-Step Instructions

Go to Site Info.

Select the Site Info tool in the tool menu of your site.
Click on Edit Site Information.

![Edit Site Information](image1)

Click on the Edit Site Information button.

Select Allow the display of LaTex math in this site. Click Continue.

![LaTeX Enable](image2)

1. Scroll to the bottom of the Edit Site Information screen to check the box to enable the LaTex language for the site.
2. Click Continue.

Click Finish to confirm.

Click Finish to confirm enabling of LaTex in your site.
Click Manage Tools.

Next, you need to select the tools that can use LaTeX.

In the Site Info menu, select Manage Tools. This opens Manage Tools screen.

Check the LaTeX box next to tool names.

Use Selected Tools list (upper right hand side of Manage Tools screen) to check boxes in the LaTeX column for the tools in which you want to use LaTeX equations.
Click Continue, then Finish.

The confirmation screen displays tools for which LaTeX has been enabled. Click Finish to confirm.

Enter LaTeX equation in the rich text editor of selected tools.
Insert $$ before and after mathematical equation to set it apart from the rest of the text. Math equations are editable in the edit screen of the tool, but will display as an equation in preview and student view.

Equation displays as expected in student view.
How do I add mathematical notation in the Rich-Text Editor?

You can embed mathematical notation in the Rich-Text Editor in one of the following ways:

1. If LaTeX has been enabled in the site and tool where you are working, you can [add mathematical notation using LaTeX](#) (this method is recommended for accessibility).
2. Alternatively, you can [use the MathML button in the Rich-Text Editor to insert an image with mathematical notation](#). MathML images also need appropriate text alternatives for accessibility. For more information about authoring text alternatives, see [How can I make images more accessible?](#)

Add mathematical notation using LaTeX.

For LaTeX expressions to display correctly, LaTeX must first be enabled in a specific site and tool. Instructors or site administrators can enable LaTeX in their sites by following the steps in the Help article [How do I enable and use LaTeX in my site?](#)

If LaTeX is enabled in the tool where you are working, and you enter a properly formatted LaTeX expression in the Rich-Text Editor, the appropriate symbol(s) or formula(s) will be rendered in your published content.
Enter the LaTeX expression in the editor.

Type or paste your LaTeX expression in the editor, surrounding the expression with $$. Here are a few examples of LaTeX expressions properly formatted for use in the editor:

$$x = \frac{1+y}{1+2z^2}$$
$$\int_0^\infty e^{-x^2} \, dx = \frac{\sqrt{\pi}}{2}$$
$$\sqrt{2} \sin x, \sqrt{2}\sin x$$

View mathematical expression in posted item.

After you Save or Post the item you were creating in the editor, the published item displays the LaTeX as a rendered mathematical expression.
Add mathematical notation using MathML.

The MathML button allows you to insert an image with math symbols or formulas.

Position your cursor in the editor.

Place your cursor at the position in the editor where you want the mathematical notation graphic to appear.

Select the Add MathML Formula icon.

The Add MathML Formula icon displays a Greek letter sigma in a gray box.
Select formula(s) or symbol(s) in the MathML Editor window.

The MathML Editor window pops up.

1. Using the buttons in the MathML Editor, select the symbol(s) or formula(s) to enter.
2. Select OK to add the symbol(s) or formula(s) into the editor.
The symbol(s) or formula(s) will be inserted into the editor as an image.

Important: For accessibility, you will need to add a meaningful text alternative for the image with the formula. The type of text needed (Alternative Text and/or a longer description) will depend on the complexity of the image. For instructions to add text alternatives, see How can I make images more accessible?
Creating Accessible Content
What does it mean to make content accessible?

Everybody experiences the world, including content they access on the internet, in their own way. How someone experiences content on the internet can be vastly different depending on the computer or device and size of the screen on which they view it, and how they interact with it.

For example, while some people read text and interpret images they view, others use assistive technology to listen to content using a screen reader. Meanwhile, some people click on links using a mouse or similar device, while others navigate using a keyboard or by tapping on touch screens.

Improving the accessibility of content is about reducing basic barriers to comprehension, such as providing alternative text for images, so that those who cannot see the images can grasp their meaning. Similarly, making captions or transcript text available for a video file can make it accessible to someone who cannot hear audio.

For more technical information about making content accessible, see What are some guidelines for making content accessible?

What does an example of inaccessible content look like?

The next section on this page contains a photograph with no alternative text. It is an example of very inaccessible content. The reasons why it is inaccessible will become apparent by the number of questions we need to ask and answer in order to understand its content.
The photograph above depicts a title page of a book, which was published in 1682. Unless you're curious about this image, which is irrelevant to the topic at hand, you might want to skip to the next question: Why is the content of the image above inaccessible?

The book in the picture contains a play, titled *Le Menteur*, a French comedy written by Pierre Corneille.

At the top of the page in the photograph is a frontispiece, a picture of a scene from the play. This frontispiece contains some of the following information:

- There are four young people, two women and two men, in a park.
- The two men are positioned to the right of a fountain (the reader's left), and the two women to the left (the reader's right).
- One woman has tripped and nearly fallen. The other woman stands behind her. The woman in back is holding up her right hand, but it's not clear what gesture she's making; maybe she's motioning to stop her friend from falling. The standing woman holds a pair of gloves near her waist in her left hand.
- One man has caught the falling woman by her right hand, and is helping her up. In his left hand, he has taken off his hat and is holding it up, as if to greet the women. He is dressed in nice clothing.
- The other man, who is more plainly dressed, stands demurely behind the man who is helping the woman to stand.
- Behind the people and fountain are some bystanders. You cannot tell if the people in the background are watching what the other four are doing.
Underneath the frontispiece is a decorative border that surrounds text. The text indicates the title of the play, that it is a comedy, and that it was written by Pierre Corneille: "Le Menteur / Comedie / Par le Sr. / P. Corneille."

Why is the content of the image above inaccessible?

Below are just some of the reasons why the image above might be inaccessible.

- All of the text included above regarding what the photograph contains is necessary for a screen reader user to get similar meaning out of it to what someone else might be able to interpret by looking at the image.
- There is no meaningful Alternative Text (Alt Text) on the image. A screen reader user might hear the image's file name, or nothing at all, where someone else might see an image.
- There is text on the page of the book, which must be typed out so a screen reader can present it to users.
- The image is small. It is in a format that does not allow you to zoom in on it to see it very well, so someone with vision impairment may have greater difficulty seeing or understanding it than someone else.
- The quality of the image is relatively poor. On a high-resolution screen, it may appear grainy or blurry.
- It does not have very good color contrast, which may also make it harder for some users to see or read.

What types of content are inaccessible?

Certain types of content tend to be more inaccessible than others. Below is a list of the worst offenders that can cause barriers to comprehension when they are not marked up for assistive technology to present them adequately or when they lack critical contextual information. Select an item in the list for more information on how to make it more accessible.

1. Images (as demonstrated in the example above)
2. Tables
3. Videos and audio files
4. Links
5. Lists of items
6. Background and text colors
7. Page structure that isn't clearly defined, such as important information which is conveyed only with reference to a location on a page (e.g., "Click the link at the top left corner of the page" as opposed to "Click the Reset link")
8. Line breaks (Shift + Enter/Return) instead of paragraph breaks (Enter/Return)
What are some guidelines for making content accessible?

UVACollab uses a single consistent Rich-Text Editor across all areas where text can be added that is more than a few lines. This editor is based on the most recent stable version of the CKEditor.

When creating content using the Rich-Text Editor, it is important that the author follow the simple guidelines below to ensure that the content can be read and understood by all. Creating well-structured and accessible content is a best practice which ensures that content is compatible with assistive devices, such as screen readers, and robust enough to be copied and pasted to other contexts or presented in unanticipated contexts. Making content accessible is also a legal requirement.

The Rich-Text Editor's Accessibility Checker feature can help you check your content for accessibility issues and edit it to fix them.

The technical measure of accessibility for a web-based resource is the WCAG 2.0 standard from the W3C. The requirements of the WCAG 2.0 are summarized in the four-letter acronym POUR:

- Perceivable - Information must be presentable to users in ways they can perceive.
- Operable - User interface components, navigation and structure must be operable.
- Understandable - Information and the operation of user interface must be understandable, and structural elements should be used in a meaningful way.
- Robust - Content must be robust enough so that it can be interpreted reliably by a wide variety of technologies, including assistive technologies.

These relatively simple considerations make a big difference if applied when content is created. The W3C provides more information in their Introduction to Understanding WCAG 2.0.

See the articles linked below.

The articles below provide instructions to make specific kinds of content more accessible.

- How can I make images more accessible?
- How can I make tables more accessible?
- How can I make videos and audio files more accessible?
- How can I make links accessible?
• How can I make lists of items accessible?
• How can choices in background and text color affect accessibility?
• How can I structure my page to make it more accessible?
• Why should I use paragraph breaks in my document?
How can I make images more accessible?

Users with some disabilities will be unable to see images and/or comprehend what they are meant to convey.

Alternative Text can help give context and meaning to an image. This article answers the following questions about text alternatives for images:

• What kinds of text descriptions should I add for images?
• What are some examples of text alternatives for images?
• How do I add Alternative Text to a new image?
• How do I add Alternative Text to an existing image?

IMPORTANT: Do not put large blocks of text inside an image! Images of text are NOT accessible.

What kinds of text descriptions should I add for images?

The type of text description needed for an image will depend on the complexity of the image, the meaning you intend for it to convey, and how it is being used. The following are recommended guidelines for describing images:

• Simple image with "simple meaning" and no surrounding text that adequately conveys its meaning - Add descriptive alternative text of 10 to 169 characters as outlined below. The alternative text should describe the educational/informational purpose of the image.
• Simple image that is adequately described in the page content - If a simple image has a title, caption, or description that adequately conveys its meaning and would be the same as what you would put in the alternative text, leave the alternative text description blank so the same information is not repeated more than once for users of assistive technology.
• Complex image with "rich meaning" - Add a paragraph above or below the image that goes into more detail. Some pointers, such as "Next image," or "Previous image," will help tie them together. If the image is referenced from elsewhere in the document, add a paragraph below it that can serve as a caption, and then refer to it. If the longer alternative text is not feasible, create a link to an external Web page that contains an appropriate description.
• Any image that contains textual content - If an image contains any text, include this textual content in either the alternative text or the text surrounding the image.
• Decorative image - If the image is purely decorative or used for visual formatting, the alternative text description should be left blank to hide it from users of assistive technology.
What are some examples of text alternatives for images?

- **Alternative Text**: “Scientist in a lab filling a vial with fluid”
- **Description in the text before or after the image**: “Next/Previous image shows a female forensic scientist, Supervisory DNA Analyst, Kerriann Meyers, working in the DoD DNA Registry, Armed Forces DNA Identification Laboratory (AFDIL). The scientist places samples in vials in a cartridge before loading it on the Next Generation DNA Sequencing (NGS) instrument.”
- **Reference farther away in the body of the document**: 
  
  "... Figure 1.3 shows a female forensic scientist...."

[Image] Figure 1.3

💡 Need more examples?

The [Diagram Center website](opens new window) includes [guidelines for authoring text alternatives for images](opens new window) and an [Accessible Image Sample Book](opens new window) with excellent examples of image descriptions.
How do I add Alternative Text to a new image?

1. If you do not already have an image embedded in the text box, select the Image icon in the Rich-Text Editor's toolbar to insert an image. The Image icon displays a picture that looks like a landscape, with mountains and a sun. For complete steps to add an image, see How do I embed an image in the Rich-Text Editor?

2. In the Image Properties dialog window, enter short, meaningful descriptive text in the Alternative Text box.

3. Select OK to confirm the addition of the image and its alternative text.
How do I add Alternative Text to an existing image?

1. Double-click on the image you have embedded in the Rich-Text Editor OR select the image in the editor window,
2. Then select the Image icon in the Rich-Text Editor's toolbar. The Image icon displays a picture that looks like a landscape, with mountains and a sun.
3. In the Image Properties dialog window, enter short, meaningful descriptive text in the Alternative Text box.
4. Select OK to confirm the addition of the alternative text.
How can I make tables more accessible?

Data tables present the following two issues:

1. Users of screen readers cannot read tables the same way sighted users do. Sighted users can tell at a glance what column and row a given cell is associated with, but if a table is not coded properly, a screen reader will read each cell in the table left to right, from the top of the table to the bottom. It will not make any sense to the user.
2. A table may have its size constrained such that if someone tries to view the table on a small screen or needs to zoom in on the page to read it, the table does not display properly.

This article answers the following questions:

- What does a table need to be accessible?
- How do I make a table accessible?

Important: Tables should only be used for tabular data, not for layout.

What does a table need to be accessible?

In an accessible table:

1. The first row and/or first column contains header information that defines the relationship between the header cell and data cell. Header information is absolutely essential to make a table readable by users of assistive technology.
2. A table caption describes the table's content.
3. The table's width and/or height is specified as a percentage of the page. This will allow the table to be resized according to the size of the screen and/or text the reader is using.

Below are two examples of tables with these features.

Example: Simple table

<table>
<thead>
<tr>
<th>Books Read by John and Tomeko</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
</tr>
<tr>
<td>Game of Thrones</td>
</tr>
<tr>
<td>Ender's Game</td>
</tr>
<tr>
<td>Farewell to Arms</td>
</tr>
</tbody>
</table>

Footer
A simple table is displayed above, *Books Read by John and Tomeko*. Only column headers are needed to identify which person read the books listed.

**Example: Complex table**

<table>
<thead>
<tr>
<th>John's and Tomeko's Weekly Reading List</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Week 1</td>
</tr>
<tr>
<td>Game of Thrones</td>
</tr>
<tr>
<td>Week 2</td>
</tr>
<tr>
<td>Week 3</td>
</tr>
</tbody>
</table>

Above is a more complex table: *John's and Tomeko's Weekly Reading List*. This table adds data about when the books were read. **Both** column and row headers are needed so a screen reader user will know that *The Sound and the Fury* was the book read by Tomiko on Week 3.

**How do I make a table accessible?**

![Table Properties](image)

When adding or editing a table in the **Rich-Text Editor**:

1. You should indicate the *Width* and/or *Height* of the table as a *percentage*, e.g., 50%.
2. For Headers, select whether to use the information provided in the First Row, First Column or Both to associate this information with the corresponding data cells. You MUST select appropriate Headers to make the table readable by users of assistive technology.

3. Add a Caption for the table that will inform readers of the table's content. In the table examples above, the caption for the simple table was Books Read by John and Tomeko, while the caption for the complex table was John's and Tomeko's Weekly Reading List.

For steps to add or edit a table, see How do I add/edit a table in the Rich-Text Editor?
How can I make audio or video more accessible?

When you include video or audio in your site content, UVA policies (opens new window) require that you provide an alternative method for your audience to understand the content if they cannot hear the audio or see the images in the video. You can improve video and audio accessibility by providing captions and transcripts, and descriptions of video images.

The following web pages provide resources for students to get help with audiovisual accessibility issues and instructors to get help with adapting their course content for accessibility:

- Student Disability Access Center (opens new window)
- Deaf and Hard of Hearing Services web page (opens new window)
- UVA Library's Media Accessibility Resources (opens new window)
- Consultations about course design and teaching with technology (Center for Teaching Excellence) (opens new window)

Use video with captions.

Captions provide basic accessibility. Captions are a synchronized text version of the spoken content of a video.
Advantages:

- Those who are hard of hearing use captions to experience audio content.
- Captions can help reading learners to better understand and remember content.
- Captions can help non-native speakers follow along and understand the content.
- Someone can use captions to view a video without sound in an area such as a library or loud room.

If you are presenting a video in class, it is best to find videos that are already captioned. The UVA Library has many video and media resources (opens new window), and can assist you with finding appropriate captioned videos.

The Student Disability Access Center's Deaf and Hard of Hearing Services (opens new window) also provides captioning assistance for those with an immediate need.

Provide a transcript.

```plaintext
PROCEEDINGS

(10:06 a.m.)

CHIEF JUSTICE ROBERTS: We'll hear argument first this morning in Case No. 14-516, Kingdomware Technologies v. United States.

Mr. Saunders.

ORAL ARGUMENT OF THOMAS G. SAUNDERS

ON BEHALF OF THE PETITIONER

MR. SAUNDERS: Mr. Chief Justice, and may it please the Court:

By its plain terms, the 2006 Veterans Act requires the VA to consider veterans first under the

A transcript is a textual version of video or audio content that can be read either visually or by a screen reader, searched by a web browser or other software, and scanned by a reader for important information.

A transcript should contain the words spoken in a video or audio clip, and additional descriptions, explanations, or comments that may be beneficial. For example, a transcript of a video that shows children playing ball in a school gymnasium might describe the room and indicate when the teacher blows a whistle to get the students' attention.
If you do not have a transcript of your video or audio content readily available, you can create a transcript yourself. Note that if you did not create the video or audio yourself, you may encounter copyright issues in creating your own transcript. Please refer to UVA's Copyright Policy (opens new window) for more information. For some video and audio content, you may be able to find an existing transcript by searching in the UVA Library's catalog (opens new window) or online.

Note: Minutes are not sufficient for a transcript of an audio or video of a meeting (unless done by a court reporter or someone who can capture every word).

Include an audio description for video.

Audio descriptions are required for important visual elements of a video that aren't already described in spoken text. For example, if a graph or chart is displayed in a lecture video, and the instructor does not describe it when speaking, an audio description would be needed to supplement the video.
How can I make links accessible?

To make links accessible, they need to be uniquely descriptive. This will assist those who use link lists to navigate content and alleviate the need to rely on context to know what a link represents.

The best place to identify a link's target is in the link text; for example: "Submit Week 3 Essay," "Visit Entomological Society of America," "Access the Oxford English Dictionary online."

This article recommends the following for making accessible links:

- **Use unique and descriptive link text.**
- **Add Alternative Text for image links.**
- **Identify file types in links to downloadable files.**
- **Indicate if a link opens in a new tab or window.**

Use unique and descriptive link text.

Pictured above are two tables that each include three items for voting.

1. It would be tempting to create a table like the first example pictured above. It contains three rows, each with an Item where you can select a link to **Vote** for the item or **Delete** it. Because each item only has **Vote** and **Delete** for the links, someone using assistive technology, such as a screen reader, might not be able to tell on which item they are voting.
2. The second example shown would be better, if a bit verbose. Each item's links contain all the information you need to know to select them: Vote on Item 1, Delete Item 1, Vote on Item 2, Delete Item 2, etc.

Add Alternative Text for image links.

An HTML web link embedded into the Rich-Text Editor that contains only an image needs concise and descriptive alternative text. The alternative text should describe the purpose of the link (e.g., the site or page where the user will be taken upon activation of the link.)

1. Pictured above is an example of a logo image in the Rich-Text Editor being used as a link.
2. Alternative text has been added to the image, so for those who cannot see the image, the link would be Diagram Center Website - examples of image descriptions (opens new window).

For steps to add alternative text to an image, see How can I make images more accessible?

Identify file types in links to downloadable files.

Bruckner - Of Cligés and Cannibalism (PDF)
Post in the Week 3 - Cligés topic
Submit your reaction paper on Cligés
Assistive technology users will benefit from knowing what type of file it is they are downloading. When you link to a file in the Rich-Text Editor, include this information in the link text.

**For example:** essay (MS Word), article (PDF), presentation (MS Powerpoint).

Pictured above is an example of a link which points to an article in a site's *Resources*. This link includes the article title and (PDF).

**Indicate if a link opens in a new tab or window.**

If your link points to a web page that will open in a new internet browser tab or window, it helps to let users know this in the text of the link. That way, they are not confused about where they must go to find the linked page.

**For example:** [UVA Accessibility Resources (opens new window)](#).
How can I make lists of items accessible?

If you think of a series of items as a list, making it into a *numbered* or *bulleted list* will help assistive technology users to navigate and understand the items in the list. [Assistive technology](opens new window) includes any piece of equipment, product or system that is used to improve the functional capacities of people with disabilities. Keyboards, screen readers, and screen magnifiers are commonly used forms of assistive technology.

Keyboard users can jump from item to item in a list. A screen reader can identify a list and tell someone how many items they will find in it. For example, a screen reader might begin reading a bulleted list containing three items as follows: "List of three items. Bullet 1."

If you are enumerating items, the added benefit of using a numbered list is that when you add an item in the middle of the list, all the numbers below it automatically change as needed.

This article answers the following questions about lists:

- **What is a "true" numbered or bulleted list?**
- **How do I create a numbered list?**
- **How do I create a bulleted list?**

What is a "true" numbered or bulleted list?

A numbered or bulleted list is created using one of the list buttons in the [Rich-Text Editor](Rich-Text Editor). Below are examples of text that include "true" [numbered](numbered) and [bulleted](bulleted) lists.

Simply typing numbers with parentheses or periods, such as "1), 2), 3)," or an asterisk in front of each item on a new line or paragraph will NOT create a numbered or bulleted list.

**Example with a numbered list**

You can create two kinds of lists:

1. Numbered lists, like this one,
2. Bulleted lists.

**Example with a bulleted list**

You can create two kinds of lists:
• Numbered lists,
• Bulleted lists, like this one.

How do I create a numbered list?

To create a *numbered list* in the Rich-Text Editor, select the Insert/Remove Numbered List button. This button has a picture of the numbers 1 and 2, each followed by lines that represent text.

Use the equivalent of a new paragraph (e.g., hit Enter or Return on a keyboard) to add an item to a list.

If you have already entered text in the editor from which you want to create a list, select the text, then select the Insert/Remove Numbered List button.

How do I create a bulleted list?

To create a *bulleted list* in the Rich-Text Editor, select the Insert/Remove Bulleted List button. This button has a picture of two bullets, each followed by lines that represent text.

Use the equivalent of a new paragraph (e.g., hit Enter or Return on a keyboard) to add an item to a list.

If you have already entered text in the editor from which you want to create a list, select the text, then select the Insert/Remove Bulleted List button.
How can choices in background and text color affect accessibility?

Many users will have visual impediments that will require good contrast in the documents you are producing.

This article answers the following questions about how to ensure the text in your document meets basic requirements for color contrast:

- What are contrast ratios?
- How do I change foreground and background colors of text?
- How do I check my color selection for adequate contrast?

What are contrast ratios?

When one color is placed on top of another, the contrast ratio is the numerical value that describes the relationship between these two colors. The ratio is a measurement of how the brightest color (e.g., white) compares to the darkest color (e.g., black).

The contrast between background and foreground colors should have a ratio of **4.5:1 or higher**. Leaving the defaults of the editor is best - black text on white, with a ratio of **21:1**.

Text that is larger and has wider character strokes is easier to read at lower contrast. Large text, defined as text in an **18 point or larger** font, or bold text in a **14 point or larger** font requires a slightly lower contrast ratio, **3:1**.

The table below contains examples of text on backgrounds with varying contrast ratios, and indicates whether the level of contrast would be adequate.

<table>
<thead>
<tr>
<th>Text Color</th>
<th>Background color</th>
<th>Sample</th>
<th>Contrast ratio</th>
<th>Passes Contrast Requirements?</th>
</tr>
</thead>
<tbody>
<tr>
<td>#BADFEE</td>
<td>black</td>
<td>Sample</td>
<td>14.878</td>
<td>Yes</td>
</tr>
<tr>
<td>red</td>
<td>black</td>
<td>Sample</td>
<td>5.252</td>
<td>Almost (text should be larger)</td>
</tr>
<tr>
<td>#FFFF00</td>
<td>#00FFFF</td>
<td>Sample</td>
<td>1.168</td>
<td>No</td>
</tr>
</tbody>
</table>
How do I change foreground and background colors of text?

1. If you need to edit the text color, select the Text Color button, which resembles a letter A with an underline: A.
2. To edit the background color of the text, which displays as if you had highlighted the text with a highlighter, select the Background Color button to the right of the Text Color button. The Background Color button resembles a solid black box containing a light gray letter A.
3. Selecting either of these buttons will display a Color Picker, from which you can choose a color, such as Black or Maroon. Yellow is a Background Color commonly used to highlight black text. Select the desired color.

How do I check my color selection for adequate contrast?

In most cases the contrast will be obvious, but if you need to verify, take the following steps.
Select the colored text.

1. In the Rich-Text Editor, select some of the text with the foreground or background color you want to check.
2. Select the Text Color button to check the text color,
3. Or select the Background Color button to check the background color.

Obtain the hex number for the color.

1. Select the More Colors... option in the Color Picker.
2. A Select color window will pop up. At the top right of the window, your selected color will be displayed under Highlight.

Footer
3. Under this box with your selected color, you will see a 6-digit hex number, starting with #. This is the number that allows the internet browser to display the selected color. Record the 6-digit hex number for the color you have selected.

Use the hex number(s) to check contrast.

To check how the Text Color you have selected contrasts with the background color behind your text or how your Background Color contrasts with the color of your text:

1. Access an online color contrast tool such as WebAIM's Color Contrast Checker (opens new window).
2. To use WebAIM's Color Contrast Checker, enter the hex number for your text color into the Foreground Color box and the hex number for your text's background color into the Background Color box. Alternatively, select the color block to the right of either text box to access WebAIM's color picker, then select a color.
3. The contrast checker will tell you the colors Pass if they have enough contrast.
How can I structure my document to make it more accessible?

Organizing your page with helpful titles and headings creates an outline that helps your audience access the most important information more quickly and easily.

Assistive technology users rely heavily on page titles and headings to navigate complex content. Assistive technology (opens new window) includes any piece of equipment, product or system that is used to improve the functional capacities of people with disabilities. Keyboards, screen readers, and screen magnifiers are commonly used forms of assistive technology.

Headings allow users to jump from one part of a document to another, without using a mouse. Screen readers will interpret headings for those who use them. Structuring complex content will help all users parse it as well.

This article describes how to structure a document as follows:

• Use unique and descriptive page titles.
• Do not use color or spatial position to convey information.
• Add structure with headings.
• Format text with styles.

Important: Headings are not appropriate for typographical effects. To increase or decrease the font size of text or modify its style, please use the Size or Styles menus as described below to make these changes.
Use unique and descriptive page titles.

Assistive technology users rely on page titles. Use unique and descriptive titles so users know what content they will encounter on the page.

Descriptive titles are important for tools and documents in UVACollab sites. You will run across the need to specify a title when you are creating a page in the Lessons tool, a Web Content link to a website, or an HTML page in the Resources tool. The title will be displayed on the Tool Menu or the list of items in Resources.

Pictured above is a Tool Menu with examples of lesson pages that have unique titles, Importance of Accessibility and Accessibility Basics.

Do not use color or spatial position to convey information.

Using color or spatial position alone to convey important information can be problematic.

For example, if you were to say, "Select the green button on the left," colorblind users may not be able to distinguish the button from other buttons on the page. Screen reader users may have difficulty interpreting "left" because a screen reader reads from the top of the page to the bottom, as well as left to right.

The best solution is to quote the exact text of a target item. For example, you might say: "Select Start Assignment," or "Select the Save button." If information about the color or location of an item on the page could help some users access the content they need, you might include this information as well; for example, "Select the green Start Assignment button at the bottom of the page."
Add structure with headings.

If a document can be outlined or you have an outline in mind when writing it, adding headings will convey its structure. Keyboard and screen reader users need headings to navigate a page. Structuring your page with headings will help all users access important information more easily.

Use short title-like headings that describe content which follows.

What heading structure should I use?

In general, a document should have exactly one Heading 1 that describes the document's purpose, for example the title of a page. Lower-level headings, Heading 2, Heading 3, etc., should follow in numerical order. A document can have multiple lower-level headings.

For example, if there are two sections in the document, each section would be identified with a Heading 2. If a section contains three sub-sections, the section would have a Heading 2 and each sub-section would be identified with a Heading 3.

Example of document headings

The list below shows how this Help article is structured using headings.

- Heading 1 - How can I structure my document to make it more accessible?
  - Heading 2 - Use unique and descriptive page titles.
  - Heading 2 - Do not use color or spatial position to convey information.
  - Heading 2 - Add structure with headings.
    - Heading 3 - What heading structure should I use?
      - Heading 4 - Example of document headings
    - Heading 3 - How do I add headings?

- Heading 2 - Format text with styles.
  - Heading 3 - What styles can I use?
  - Heading 3 - How do I apply a style?
    - Heading 4 - Select the text.
    - Heading 4 - Select the style.
    - Heading 4 - View applied style.
How do I add headings?

1. Headings are available from the **Paragraph Format** menu. By default, this menu will say **Normal**.
2. When you position your cursor in the text box, the name of this menu will change to match the **Paragraph Format** of your text. In a blank document, it will say **Normal**.
3. From the **Paragraph Format** menu, select the appropriate **Heading**.
4. If the default font size of a heading is too large or small, select the heading text, then select the **Size** menu to change the font size.

**Important:** Headings are not appropriate for typographical effects; users of assistive technologies navigate through a document by jumping from heading to heading. To include large text in the body of your document, use the **Normal** paragraph format and change the font size.

**Note:** The size of the headings can always be adjusted with the **Size** menu. The default size of some of the lower-level headings (the ones with small font sizes, e.g. **Heading 5-Heading 6**) may need adjustment.
Format text with styles.

Using the right style to format a bit of text can be helpful as it "codes" the text appropriately. See below for the styles available in the Rich-Text Editor and how to apply a style.

What styles can I use?

The following types of formatting are available in the Rich-Text Editor's Styles menu:

- **Italic Title** - Makes selected text an italicized Heading 2. For more information about the correct use of headings, see above, Add structure with headings.
- **Subtitle** - Makes selected text an italicized Heading 3, colored pale gray. For more information about the correct use of headings, see above, Add structure with headings. _Note:_ When using the Subtitle style, the color of the text will need to be edited using the Text Color menu so it has adequate contrast with its background, which is white by default. For more information, see How can choices in background and text color affect accessibility?
- **Container** - Inserts a block of text (a <div> HTML element) which can be used to group together several items in a document and/or format them with background color or borders. Using <div> containers to group items in meaningful ways can assist with navigation because keyboard users can skip from one group of elements to another.
- **Small** - Without setting a specific font size, this style makes selected text slightly smaller than the text that surrounds it.
- **Computer Code** - Identifies a block of text as computer code; for example, a list of HTML tags to indicate how to code in HTML.
- **Keyboard Phrase** - This style can be used to identify keyboard input. For example, in the statement "type Ctrl+C to copy", you might mark Ctrl+C with the Keyboard Phrase style.
- **Sample Text** - Indicates that the text is sample output from a computer program.
- **Variable** - Identifies variables in a mathematical formula. For example, in the equation $x = 5 + y$, you might use the Variable style to mark $x$ and $y$ as variables.
- **Deleted Text** - This puts a strikethrough through selected text (a line through the middle of the text to cross it out).
• **Inserted Text** - This underlines text, indicating that it has been inserted in editing.
• **Cited Work** - Identifies the title or URL of a cited work, such as a book, film, or web page.
• "**Inline Quotation**" - This style defines a short quotation.
• **Language: RTL** - Indicates that the language reads from right to left. Some examples of RTL languages include Hebrew and Arabic.
• **Language: LTR** - Indicates that the language reads from left to right. English is an example of an LTR language.

If you are curious to see what these styles do, add one to some text and select the **Source** button. An inline quotation will use `<q>` to signify the opening of the quotation and `</q>` to end the quotation; when the document is published, quotation marks will be displayed. **Cited Work** will present itself as such with a `<cite>` element.

Conversely, avoid using these special formats to achieve a typographical effect. For example, **Cited Work** produces italic text, but it could be confusing to a screen reader user if you used it just for that reason.

**How do I apply a style?**

**Select the text.**

In the article *Reimagining Disability and Inclusive Education Through Universal Design for Learning*, Jan Doolittle Wilson says, "Universal Design for Learning locates value in productions of knowledge that have been traditionally ignored, marginalized, or denigrated."

In the editor, select the text to style.
Select the style.

1. Select the Styles menu.
2. Select the appropriate style for the text.

View applied style.

The text will display with the selected style.

In the example pictured above, the "Inline Quotation" style has been applied, so quote marks display around the text.
How do I check my content for accessibility?

You can use the Accessibility Checker to inspect the accessibility level of content created in the Rich-Text Editor and immediately solve any issues that are found.

The Accessibility Checker presents issues with each item in the text box one at a time. For many issues, the Accessibility Checker gives you a Quick fix option. If a Quick fix is not available, the checker will describe what needs to be done to fix the issue.

Choose how to view the steps.

- Watch a video.
- Follow the step-by-step instructions.

Video Guide

Step-by-Step Instructions

Select the Accessibility Checker icon.

The Accessibility Checker icon looks like a human inside a dark-gray circle.
Use Quick fix options to correct issues.

The accessibility checker has multiple Quick fix options to correct accessibility issues. Below are a few of the most commonly used ones.

Quick fix option for images

1. If you have an image that lacks Alternative text, enter a short, meaningful description for the image in the text box provided.
2. Click the Quick fix button.

Note:

- If the image requires a longer description, include that description in the body of the document. If the text you would normally use as alternative text would be redundant to your description, leave the Alternative text box blank instead.
- If the image is purely decorative or used for visual formatting (e.g., a decorative horizontal bar that has no meaning, but separates text on the page), the alternative text description should be left blank to hide it from users of assistive technology.
- For more information about creating meaningful text alternatives for images, see How can I make images more accessible?
Quick fix option for paragraph formatting

Structuring your document with paragraph headings helps users of assistive technology navigate the page and "skim" content to get to what they need.

1. Select a Header level from the drop-down menu (the accessibility checker will automatically suggest a header level for you).
2. Click Quick fix.
Quick fix option for tables

Users of screen readers cannot read tables the same way sighted users do. Sighted users can tell at a glance what column and row a given cell is associated with, but a screen reader user needs a table to include appropriate headers and captions so that they can match up content in columns and rows.

1. From the **Position** drop-down menu, select where the headers belong in the table. Choosing **Horizontally** makes the text in the first row into headers, i.e., the text in each column of the first row becomes the title of that column. Choosing **Vertically** makes the text in the first column into headers, i.e., the text in each row of the first column will be the title of that row. Choosing **Both** puts headers in both the first row and the first column.

2. Click **Quick fix**.
Manually fix issues.

Sometimes the accessibility checker cannot provide a Quick fix because the suggested fix requires editing your text. For example, if you have a list of items that has been created by typing "1), 2), 3)" rather than using the Numbered List button, the accessibility checker will warn you that you need to select the text and make it into a real numbered list, so that users of assistive technology can navigate it more easily.

1. If you need to make manual changes, click the X icon (Close) in the top-right corner of the accessibility checker.
2. Edit your document's content accordingly.
3. Click the Accessibility Checker icon again to continue checking.
Why should I use paragraph breaks in my document?

A **paragraph break** (hit Enter or Return on the keyboard) is always more meaningful than a **line break** (hit Shift + Enter or Return on the keyboard). A paragraph break inserts what looks like a double-space in between one line of text and another, and allows screen reader users to parse the information on the page more readily.

Although programs like Microsoft Word have options to create single-spaced documents with paragraph breaks, web pages do not. You may find using a line break more esthetically pleasing than a paragraph break, but line breaks can create problems for screen reader users.

While a screen reader can interpret a paragraph break as "blank," a line break may not be indicated to the user. The text on the new line may sound like a new sentence, instead of the start of a new paragraph.

Images with examples of paragraph and line breaks.
1. The first image above depicts a poem, *Mary Had a Little Lamb*, where line breaks were used to separate each line.
2. In the second image, paragraph breaks separate the lines.

While the line breaks may "look better" for a visual reader, a screen reader user will hear the poem that is split up with line breaks as one contiguous sentence: "Mary had a little lamb, his fleece was white as snow, etc."
What is the Profile tool?

The *Profile* tool contains basic user information, including the user's name and email address, as well as other optionally displayed information.

The *Profile* tool's optionally displayed information includes users' photos, basic information, contact information, social networking information (e.g., Twitter integration), connections, notification preferences, status messages, and privacy settings. All of these fields are optional.

Accessing the Profile tool

To access the *Profile* tool, click the *Profile* link in the tool menu in your *Home* site.
How do I set up my profile?

The Profile tool contains basic user information, including the user’s name and email address, as well as other optionally displayed information.

In addition to basic user information such as name and email address, the Profile tool may include optional information such as users' photos, basic information, contact information, social networking information (e.g., Twitter integration), connections, notification preferences, status messages, and privacy settings. All of these fields are optional.

Accessing the Profile tool

To begin setting up the Profile, click Profile in your Home site.
Setting up the profile

To set up a profile and add profile information, mouse over the right side of each section of information (near the horizontal lines) to display the editing option and click the Edit link to add or modify your information.

**Note:** The Edit links will automatically take focus and display if you navigate the page using the Tab key on your keyboard.
The Basic Information section allows users to enter some general information about themselves, such as a nickname or a brief biography.

Enter any information that you wish, then click the Save changes button. Some basic formatting options are available in the menu bar immediately above the dialog box.

Note: Remember that all fields are optional. You may also choose to show/hide some information in your Privacy settings.
The **Contact Information** section allows users to enter information such as home, work, and mobile phone numbers. The email address associated with your account in UVaCollab will be automatically populated in the "Email" field.

Enter any additional information that you wish, then click the **Save changes** button.
The *Staff Information* section allows faculty and staff to enter information about their titles, roles, and responsibilities.

Enter any information that you wish, then click the **Save changes** button. Some basic formatting options are available in the menu bars immediately above the dialog boxes.

**Edit Student Information**

**Student Information**

<table>
<thead>
<tr>
<th>Degree/Course</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The Student Information section allows students to enter information about their degree programs and fields of study.

Enter any information that you wish, then click the **Save changes** button.

**Edit Social Networking**

The Social Networking section allows users to add links to sites such as Facebook and LinkedIn.

Enter any information that you wish, then click the **Save changes** button.
The **Personal Information** section allows users to enter information about their favorite books, TV shows, movies, or quotes.

Enter any information that you wish, then click the **Save changes** button.
How do I set up my profile photo?

Users have the option to add a photo to their profile. If a profile photo is added, it is displayed as part of the user's profile in the Profile tool, and also appears in other locations such as the Forums tool (where it is included alongside the user's name whenever the user posts comments or responses). Adding a profile photo brings an additional, personal element to discussions and other activities, which is particularly helpful in courses that meet exclusively online.

Profile photos are also visible to instructors as an alternative to official photos in the Roster tool. Access to profile photos may be restricted in the privacy settings.

Accessing the Profile tool

To begin setting up the Profile, click Profile in your Home site.
Users can set a custom image as the profile photo. To set a custom image as the profile photo, mouse over the image area and click **Change** to upload a new photo.
Select the new picture

Click the **Upload** button to upload a new image. After locating the desired image, select it and click the **Open** button or the **Choose** button, depending on your operating system.

*Note: The image must be in a web-friendly format (such as .jpg, .gif or .png) and 2 MB or less in file size.*
Upload the new picture

The uploaded image will appear in the Change Profile Picture window. Use the buttons and sliders to edit the image as desired, then click the Save button.

Refresh the page and view the updated picture

Change Profile Picture

Upload Successful. Please refresh the page for changes to take effect.

Close
After saving the uploaded image, click the Close button and reload the page in the web browser to see the new profile picture.

This image will display throughout UVACollab when users view your profile. It is visible in places such as the Forums tool, where it appears with your name when you post messages.

Setting the profile photo from the Preferences tab (official UVA photo and gravatar)

Users can also choose to set their official UVA photo or their gravatar (an avatar associated with their email address) as their profile photo. To set an official UVA photo or a gravatar as the profile photo, click on the Preferences tab in the menu bar near the top of the page.
Select profile image settings

To set an official UVA photo as the profile photo, select Use my official institutional image as my profile image.

To set a gravatar as the profile photo, select Use my gravatar as my profile image.

Save changes

Scroll to the bottom of the page and click the Save settings button to save the changes. After saving the changes, reload the page in the web browser to see the new profile picture.
How do I add or edit my profile photo from the header bar?

You can add or edit your profile photo from the header bar, without having to access the Profile tool.

Click the user name or photo area in the header bar.

Click the user name or the photo area (the silhouette or photo to the left of the user name) to open the User menu.
Hover over the photo area, then click Change.

Place your cursor over the photo area in the User Menu, then click Change to open the Change Profile Picture window.

Click Upload.

Click Upload to open the File Selection window on your computer to select the desired photo.
Select the desired photo, then click Open or Save.

When the File Selection window appears, locate the desired photo, then click Open or Save (the name of this button may vary based on your computer's operating system).
Edit the photo, then click Save.

The uploaded photo will appear in the Change Profile Picture window. You can edit the photo using the crop tool or the edit buttons beneath the photo; when your edits are complete, click Save.
Reload the page to see the new or updated photo in the header bar.

After saving your changes, reload the page to see your new or updated photo in the photo bar.
How do I post to my wall?

Accessing the Profile tool

To access the Profile tool, click Profile in your Home site.

Posting to the wall via the profile page

To post to the wall via the profile page, enter text into the Say something field near the top of the screen, then click the Say it button.

Posts are limited to 140 characters; a counter will display to the right of the field indicating the number of remaining characters.
Posting to the wall via the wall

To post to the wall via the wall itself:
1. Access the Profile tool, then click on the Wall tab;
2. Enter the text into the text field;
3. Click the Post to wall button.

Removing posts
Once they have been posted, wall posts display at the bottom of the Wall tab. To remove posts, click on the Remove link to the right of the post.

Commenting on posts

In addition to creating posts, users may add comments to their own posts, as well as the posts of other users. To add comments:

1. Click the Comment link to the right of the post;
2. Enter the text into the text field;
3. Click the Add comment button.
How do I add and use pictures in my picture gallery?

Accessing the Profile tool

To access the Profile tool, click Profile in your Home site.

Adding pictures

To add pictures to the picture gallery, click the Pictures tab in the menu bar near the top of the screen. Any pictures that have already been added will be displayed. To add more pictures, click the Choose File button.
Select the files to be uploaded from the browser menu, then click the Open or Save. Files must be selected individually.
After selecting the desired files, click the **Upload chosen files** button to upload them. A maximum number of ten files may be uploaded in a single upload; the total size of the files in a single upload cannot exceed 20 MB.
Thumbnail (small) images of the uploaded pictures are displayed in the *My pictures* section. To view a picture, set it as a profile image, or remove it, click the *picture's thumbnail*. 
Setting pictures as profile images

To set a picture as a profile image, click the image, then click the Set as profile image button.
Removing pictures

To remove a picture, click the picture, then click the Remove picture button.
How do I modify my privacy settings?

On your privacy page, you can control what parts of your profile other people can see. You can tailor this so that certain information is only available to you, to your connections, or to everyone.

To make profile information available to your instructors and classmates in your course sites (such as your profile image, which can appear when you post in tools such as the Forums tool), select Everyone as the privacy setting.

Accessing the Profile tool

To access the Profile tool, click Profile in your Home site.

Modifying the privacy settings

To begin modifying the privacy settings, click the Privacy tab in the menu bar near the top of the screen.
Modify and save the privacy settings

The system will display a list of privacy settings. To modify the privacy settings, click the **dropdown menus** to the right of the items in the settings list. Profile information may be restricted to the users themselves (**Only me**), or it may be shared with user connections (**Only my connections**) or with everyone (**Everyone**).

After making the desired modifications, click the **Save settings** button to save the changes.
How do I modify my notification and other profile preferences?

Accessing the Profile tool

To access the Profile tool, click the Profile link in the tool menu in your Home site.

Modifying email notification preferences

To begin modifying preferences, click the Preferences tab in the menu bar near the top of the screen. The system will display a list of preferences, beginning with email notifications. By default, users are notified via email when they are added to a new site by another user, or when another user posts to their wall.

To change these preferences, click the radio buttons.
Modifying Twitter integration preferences

Users may integrate their Twitter accounts with the *Profile* tool, so that status updates posted in the tool will also appear on Twitter. To begin the integration process, click the **Link Twitter account** link.

Enter username and password

Enter the username and password of the Twitter account into the corresponding fields, then click the **Authorize app** button. A pin code will appear.
Enter PIN code

**Twitter integration**
Your status updates can also update your Twitter account

[Enter PIN code]

Enter the PIN code into the *Link* field, then click the *Link* button.

**Modifying profile image settings**

**Profile image settings**
Configure settings related to your profile image
Use the official institutional image as my profile image

[ ] Use the official institutional image as my profile image
[ ] Use my gravatar as my profile image

Users may select an image to appear as part of their profile. To use the official image provided by UVA as the profile image, select **Use the official institutional image as my profile image**. To use a gravatar (an avatar associated with your email address) as the profile image, select **Use my gravatar as my profile image**.
Modifying widget settings

By default, information from widgets is displayed as part of user profiles, including the kudos rating and online status of the user as well as any pictures that have been uploaded. To remove this information from the user profile, uncheck the checkboxes to the right of the options.

Saving changes

After making all of the desired changes, scroll to the bottom of the page and click the Save settings button.
General Information
About UVACollab Help

Navigating Help

You can navigate to any Help article by selecting the title of the article.

Searching Help and Filtering Results

1. Enter a search term or phrase in the search pane at the top. For example, you can enter h2v to search for articles that have how to videos.
2. Press Enter on your keyboard or select the Search button.
3. Under the Filter Search header, you can select check boxes to filter your search results to a particular manual, for example Getting Started.

Tool Help

While using UVACollab, you can jump to the Help for the tool you are using by clicking on the Help icon that follows the tool's title at the top of the page.
Contact Support

If you cannot locate the information you are looking for, email your question to collab-support@virginia.edu. It would also help if you could include the search terms you used so we can improve the Help and search!
Idle Session Timeout and Alert

UVACollab sessions expire after 2 hours of inactivity. Responding promptly to an idle session timeout alert will keep your UVACollab session alive and preserve your data.

⚠️ Working in the UVACollab editor does not constitute activity. To avoid loss of data while working in the editor, be sure to save your work (as a draft) every 15 minutes or so until you are ready to post the data.

How the Idle Session Timeout Alert Works

1. Fifteen (15) minutes before your UVACollab session expires, the idle session timeout alert will appear as a dialog box on a transparent white screen that overlays your UVACollab window. The dialog box displays a message that includes a timer that counts down how many minutes are left before your session expires.

2. Click the Keep My Session Active button to keep your current session active for another 2 hours and continue working in UVACollab. If you do not click the Keep My Session Active button before your session expires, the session will terminate and you will be returned to the UVACollab gateway page to log in again. Any unsaved work may be lost.
The idle session timeout alert may remain on the screen after the timer has expired. However, if you click the **Keep My Session Active** button after the timer has expired, it will not preserve your session—you will be returned to the UVACollab gateway page to log in again, and any unsaved work may be lost.
Why can't I receive emails from UVACollab sites?

If you are not receiving emails from UVACollab sites, you may not have a deliverable address set up for your UVA computing ID, or you may have turned off email notifications in your Home Preferences.

Set a deliverable address in the Address Management System.

If you log into UVACollab using a UVA computing ID, you must have a deliverable email address in order to send and receive emails from UVACollab sites. Refer to the ITS Address Management System (AMS) site for more information about setting up a deliverable address.

Check your notification preferences.

The email notification preferences in Home > Preferences apply to ALL UVACollab sites in which you are a member. If you have changed your notification preferences to not receive email from specific tools, such as Announcements or Site Email (Email Archive), you may not receive copies of all the messages sent to those tools via email.

If you haven't received email notifications from messages sent via Announcements or Site Email, you can check the messages in these tools. See How do I view announcements? or How do I view messages sent to Site Email?

If a site owner or administrator selects High priority email notifications when posting an announcement, you should receive the message via email even if you have chosen the Preferences option Do not send me low priority announcements.

Your non-UVA email account may have blocked emails.

Some email domains, such as yahoo.com, hotmail.com, outlook.com, and comcast.net, may automatically block emails from UVACollab because they incorrectly identify these emails as SPAM or junk mail. If you are using a non-UVA guest email, or you forward emails from your UVA account to a non-UVA email account, some of your emails may be blocked.

Footer
What are quotas and upload limits?

A quota is a limit to the amount of file storage space in a UVACollab site. An upload limit determines the maximum size of files that can be uploaded at once. This article answers the following questions:

- What is the Resources quota?
- What is the File Drop quota?
- What are UVACollab's file upload limits?
- How do I upload a larger file to Resources or File Drop?

What is the Resources quota?

The default quota for a UVACollab site's Resources is 4 GB.

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

For information about checking the quota in Resources, see What is the Resources quota?

What is the File Drop quota?

The default quota in File Drop is 1 GB for each student or member in a UVACollab site.

Requests for additional space may be sent to collab-support@virginia.edu. Please be sure to include the name of the site, the user name (UVA computing ID or non-UVA email address) of the site participant who needs space increased, and the reason for requesting additional space.

To check your quota in File Drop, select the Check Quota tab similar to the tab described in What is the Resources quota?

Note: The Check Quota page in File Drop only displays your own quota. Instructors and site administrators do not have individual folders in File Drop. Thus, if an instructor or site administrator checks the quota in File Drop, it will display You are currently using 0% (0 KB) of your 1 GB quota for the File Drop of this site.
What are UVACollab's file upload limits?

The file size upload limit via the UVACollab Resources interface and most other tools that allow attachments is set to 250 MB.

However, Tests & Quizzes file upload questions have a submission attachment upload limit of 40 MB.

How do I upload a larger file to Resources or File Drop?

You can use a WebDAV connection in Resources or File Drop to upload files that are larger than 250 MB, as long as the combined size of all files uploaded to the tool does not exceed the Resources quota or File Drop quota mentioned above. For instructions to use WebDAV, see How do I upload or download files using WebDAV?
How does an instructor view a course site as a student?

Instructors and Secondary Instructors in a course site can use the View Site As menu to get an approximate student view of tools and content in their site.

For a more accurate student view of your site, add a guest account to your site as a student and log in using that account.

View your site normally (before entering Student View).

1. When an instructor views a site normally, the Tool Menu includes hidden tools. These tools are identified with italicized, grayed-out text and an eyeball with a slash icon (Hidden from site members).
2. Instructors can also access the hidden tools, such as Resources in the example above, and interact with them.
Select View Site As.

When in your course site, select the View Site As menu in the upper right-hand corner of the screen, then select Student. The menu is in the blue bar to the left of My Sites.

Explore your site.

Access tools in your site to get an approximation of how students view the site. The examples below demonstrate how a site might appear for an instructor in Student View.

Example of a site's Overview in Student View

If you were viewing any tool other than the site's Overview, switching to Student View will automatically place you on the Overview page.

Hidden tools in the Tool Menu will not be available because students would not be able to see them.
Because students do not have access to hidden tools, they will only be able to access site content via tools that are available to them. In the example pictured above, a lesson page includes content such as an image from Resources and a link to a discussion topic in Forums.

**Important:** Some content will look and respond differently when an actual student is accessing the site.

For example, if an instructor has linked content into the current site from a past semester's course site that he or she owns, the students in the current site will not be able to see the linked content because they are not members of the past semester's site. Additionally, submissions to assignments or assessments made by an instructor while viewing a site as a student cannot be accessed in the instructor's grading screens for these items.

For an accurate student view of your site, **add a guest account to your site as a student and log in using that account.**
Exit Student View.

When you are done viewing your site as a student, be sure to select the Exit Student View link in the upper right-hand corner of the screen. The link is in the blue bar to the left of My Sites.

Note: If you have any tools hidden to students, you will need to exit the Student View to see them in the Tool Menu of your site.
Instructors or site administrators can see EXACTLY what their site participants see in their site by logging in with a guest account that has been added to the site as a student or member.

*Note: Instructors and Secondary Instructors in a course site can use the View Site As menu to get an approximate student view of tools and content in their site. For steps to use View Site As, see [How does an instructor view a course site as a student?](#)*

Add your non-UVA email to your site.

Go to Site Info.

Select the Site Info tool from the Tool Menu of your site.

Select the Add Participants tab.
Enter your non-UVA email address.

1. In the *Non-UVa Participants* box, enter your non-UVA email address.
2. Select *Continue*.
Make your non-UVA account a student or member in your site and continue.

1. Select Student for the participant role in a course site, or Member in a collaboration site.
2. Click Continue.

Select Continue.

Add participant(s) to 17Su French 101

An email can be automatically sent to the added users notifying them of the site's availability.

- Send Now - send an email now to users notifying them that the site is available
- Don't Send - do not send an email notifying new participants about the site’s availability

You can choose to send your non-UVA address a notification email to indicate that it’s been added to the site. If this is the first time your non-UVA address will be added to any UVACollab site, it will receive another notification with login details, whether or not you choose to send yourself email notification here.

Select Continue.
Confirm adding the participant.

**Confirming Add Participant(s) to 17Su French 101**

The following will be added to your site when you click the Finish button below.

They will not be sent an email notifying them of the site's availability.

<table>
<thead>
<tr>
<th>Name</th>
<th>Id</th>
<th>Role</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:uvacollabqa@gmail.com">uvacollabqa@gmail.com</a></td>
<td><a href="mailto:uvacollabqa@gmail.com">uvacollabqa@gmail.com</a></td>
<td>Student</td>
<td>Active</td>
</tr>
</tbody>
</table>

You will see a confirmation screen listing the participant to add to the site. Select **Finish** to confirm.

Log in using your guest account.

If you have just created your guest account, get the account's temporary password.

UVaCollab New User Notification

Dear uvacollabqa@gmail.com,

An account on UVaCollab (https://collab.itc.virginia.edu) has been created for you by Matthew Burgess. To access your account:

1) Go to: https://collab.itc.virginia.edu

2) Login using the Other Login button with your:
   - User Id:  uvacollabqa@gmail.com
   - Password:  

3) Add your name and change your password:
   - Go to My Workspace > Account and click the button to Modify Account Details.

If you have questions or need assistance, contact collab-support@virginia.edu.

(This is an automated message from UVaCollab.)
Check your non-UVA email address for the *UVACollab New User Notification* email with your guest account's new, temporary password.

Log in to UVACollab using the Other Login button.

[Image of login page]

Make sure you are logged out of UVACollab. Then, click the Other Login link on the UVACollab home page.

Enter guest login details.

1. Enter your non-UVA email address in the *email address* box, and the corresponding password in the *password* box. If this is a new account, it will be the temporary password from the email you received.
2. Click Login.
Modify Guest Account details.

Go to Account and follow the steps outlined in How do I view and edit my Account details? (Guest Accounts Only) to change your guest account's password to one of your choosing.

Go to your site.

Access your site while you are logged into your guest account to view and interact with it as a student or member.
What are the important policies and rules for UVACollab?

When using UVACollab, it may be helpful to review the following policies and rules:

- **Data storage and security in UVACollab**
- **Site access**
- **Copyrighted content usage**
- **Roster photo access**
- **Course grade display**
- **Tool integrations**

### Data storage and security in UVACollab

UVACollab is considered a general-use data storage service. It is *not* an appropriate repository for highly sensitive data, including but not limited to the following:

- Social Security numbers
- Passport numbers
- Financial account numbers
- Data protected by the Health Insurance Portability and Accountability Act (HIPAA)

[Review the University Institutional Data Protection Standards](#) for additional information on the University's data sensitivity classifications and recommendations for proper use.

### Site access

The UVACollab team does not add individuals to sites or otherwise modify site membership without the permission of instructors or site owners due to departmental policies designed to ensure the integrity of all sites in the system. Occasionally, however, individuals require access to a site in which the instructor or site owner is indisposed or no longer affiliated with the University. In these situations, individuals should do the following:

1. Contact Anda Webb, the University's Vice Provost for Administration and Chief of Staff, to explain the circumstances and request access to the site. Provide as much detail as possible, particularly your University computing ID; the name of the site; the name of the original instructor or site owner; and the reasons for the request.
2. If the request is approved, forward the message containing the approval to it-policy@virginia.edu and copy UVACollab Support. Following the receipt of the approval message, UVACollab Support will grant access to the site.

**Copyrighted content usage**

Many instructors and site owners upload copyrighted content such as book excerpts or journal articles to share with their students or collaborators. We recommend that any individuals who upload copyrighted content into their sites consult the University Library's Copyright and Scholarly Communication Resources, particularly the Copyright Guidelines for Instructional Sharing, to ensure that their use of this content complies with current copyright laws.

The maxim outlined in the University Library's video "Fair Use in Seven Words" is a good general rule: "Use fairly. Not too much. Have reasons."

**Roster photo access**

Access to official student and instructor photos in the Roster tool is restricted due to University privacy policies related to the Family Educational Rights and Privacy Act (FERPA). When a course roster is added to a course site, official photos of the students and instructors in the Roster tool will only be visible to individuals listed as instructors of record for the roster in the Student Information System (SIS).

If individuals require access to the official photos of a course roster in which they are not listed as an instructor of record, we recommend that they contact the appropriate enrollment administrators of the school in which the course is offered and request to be added as an instructor of record.

**Course grade display**

Grades for individual gradebook items that have been released to students are visible to students in the Gradebook tool. However, course grades are not visible to students in the Gradebook tool due to University policies that designate the Student Information System (SIS) as the only official repository and record of course grades.

If instructors use the Gradebook tool to calculate course grades, they should export the course grades from UVACollab and import and approve the grades in SIS. The approved course grades will be visible to students in SIS following an overnight update.

**Tool integrations**

In addition to the tools that are currently available in UVACollab, in certain circumstances it is possible to add additional tools to the system using integrations such as the Learning Tools interoperability (LTI) standard. Before additional tools can be added to the system, the
University Procurement & Supplier Diversity Services department must receive a copy of a signed contract between the tool vendor and the University that includes the University's data protection language. Following the receipt of this contract, the UVACollab team can work with the tool vendor to configure the tool for use in UVACollab.

Individuals interested in additional tools are invited to contact UVACollab Support.
Waitlisted Students
What is the Waitlisted Student role?

When students attempt to enroll in a course that has reached maximum capacity, they are placed on a waitlist. Many times, students wish to attend lectures, complete assignments and assessments, and participate in a course in other ways while on the waitlist, so that they will not fall behind if they are able to fully enroll in the course before the end of the add/drop period.

Instructors may utilize the Waitlisted Student role by adding the entire waitlist as a roster, or by adding individual students to their course sites with the role. Both options allow waitlisted students to access resources and complete tasks in the site until they transition from the waitlist into full enrollment in the course, or the add/drop period comes to a close. Adding a waitlist roster allows instructors to add all waitlisted students to their course sites automatically, and removes remaining waitlisted students at the end of the add/drop period.

Students in the Waitlisted Student role have the same default permissions as students in the Student role, meaning that they can complete the same tasks, and be evaluated in the same ways, as fully enrolled students. For example, waitlisted students can:

- Access text content (e.g., readings in the Resources folder; topics and posts in the Forums tool; etc.)
- Access multimedia content (e.g., video or audio files in the Kaltura Media Gallery tool)
- Access, complete, and submit assignments and assessments in the Assignments and Tests & Quizzes tools
- Participate in discussions in the Forums and Discussion and Private Messages tools
- Edit collaborative documents in the Wiki, Wiki (Confluence), and NowComment tools
- Receive grades
- Receive messages sent to the site email address

When waitlists expire at the end of the add/drop period, any waitlisted students added to course sites via waitlist rosters who are still on the waitlist (i.e., waitlisted students who have not fully enrolled in the course) will be removed from those course sites.

Note that adding and removing waitlisted students in course sites does not replace the process for managing wait lists and permission lists in the Student Information System (SIS).

Note: Adding and removing waitlisted students in course sites does not replace the process for managing wait lists and permission lists in the Student Information System (SIS).
What can waitlisted students do in my course site?

Students in the *Waitlisted Student* role have the same default permissions as students in the *Student* role, meaning that they can complete the same tasks, and be evaluated in the same ways, as fully enrolled students. For example, waitlisted students can:

- Access text content (e.g., readings in the *Resources* folder; topics and posts in the *Forums* tool; etc.)
- Access multimedia content (e.g., video or audio files in the *Kaltura Media Gallery* tool)
- Access, complete, and submit assignments and assessments in the *Assignments* and *Tests & Quizzes* tools
- Participate in discussions in the *Forums* and *Discussion and Private Messages* tools
- Edit collaborative documents in the *Wiki*, *Wiki (Confluence)*, and *NowComment* tools
- Receive grades
- Receive messages sent to the site email address

See the [Waitlisted Student role overview](#) for more information.
How do I add all of my waitlisted students to my course site?

By adding waitlist rosters, instructors may add all waitlisted students to their course sites automatically. Waitlist rosters may be added to course sites during the site creation process, or after a site has been created.

When waitlists expire at the end of the add/drop period, any waitlisted students added to course sites via waitlist rosters who are still on the waitlist (i.e., waitlisted students who have not fully enrolled in the course) will be removed from those course sites.

Adding waitlist rosters during site creation

During the course site creation process, available rosters will be listed on the Course/Section Information screen. If a course is full and there are students on the waitlist, the waitlist will be listed directly below the main roster.

To add the waitlist to the course site during the site creation process:

1. Click Select Group of Sections to select the main roster and waitlist roster together, OR select the checkbox to the left of the main roster and then select the checkbox of the
corresponding waitlist roster. Note that a waitlist roster cannot be added to a course site during the site creation process without adding the main roster as well.

2. **Click Create site from template or Continue** to continue the site creation process.

## Adding waitlist rosters to an existing course site (together with the main roster)

To add a main roster and a waitlist roster to an existing site simultaneously:

1. **Access the site, and click Site Info;**
2. **Click Edit Class Roster(s).**

### Add rosters

The system will display a list of rosters currently included in the site. **Click Add Roster(s) to add additional rosters.**
The system will display a list of available rosters. To add the main roster and the waitlist roster simultaneously:

1. Click Select Group of Sections to select the main roster and waitlist roster together, OR select the checkbox to the left of the main roster and then select the checkbox of the corresponding waitlist roster. Note that a waitlist roster cannot be added to a course site during this process without adding the main roster as well.
2. Click Continue to continue the process.

Note that waitlist rosters will be available to be added only if there are students on the waiting list for the course in SIS.
Confirm changes

---

The system will display a list of previously added and newly added rosters. Click Add Class(es) to confirm the changes and add the rosters.

**Adding waitlist rosters to an existing course site (when the main roster has already been added)**

To add a waitlist roster to an existing site that already includes a main roster:

1. Access the site, and click Site Info;
2. Click Edit Class Roster(s).

---

Footer
Add rosters

The system will display a list of rosters currently included in the site. Click Add Roster(s) to add additional rosters.
The system will display a list of available rosters. If there are students on the waiting list for a roster already included in the site, then a waitlist roster will be listed individually.

To add waitlist rosters:

1. Select Waiting List;
2. Scroll to the bottom of the screen and click Continue.

Note that waitlist rosters will be available to be added only if there are students on the waiting list for the course in SIS.
Confirm changes

Request Site Access: 18Sp CIS 1050-1 (UNKX)...
Please confirm the addition of the following sections to your class site.

Class Information
The following class(es) were already assigned to this site:
18Sp CIS 1050-1 (UNKX)

You have indicated the following class(es) to add to this site:
18Sp CIS 1050-1 (UNKX) Waitlist

The system will display a list of previously added and newly added rosters. Click Add Class(es) to confirm the changes and add the rosters.
How do I remove all of my waitlisted students from my course site?

At the end of the add/drop period, students added to course sites via waitlist rosters who are still on the waitlist (i.e., waitlisted students who have not fully enrolled in the course) will be removed from those course sites. However, instructors may also manually remove waitlist rosters from course sites.

Removing waitlist rosters

To remove a waitlist roster from a course site:

1. Click Site Info;
2. Click Edit Class Roster(s).
Select roster to be removed and update

The system will display a list of rosters included in the site. Select the checkbox for the waitlist in the *Remove* column, then click **Remove Selected**.
How do I add or remove individual waitlisted students from my course site?

In addition to adding all waitlisted students to course sites via waitlist rosters, instructors may manually add individual students to course sites in the *Waitlisted Student* role. By default, students in the *Waitlisted Student* role have the same permissions as students in the *Student* role.

Note: Unlike students added via waitlist rosters, individual students manually added to course sites in the *Waitlisted Student* role will not be automatically removed from course sites at the end of the drop/add period.

Adding individual waitlisted students

When manually adding individual users to sites, instructors can choose to add the users in the *Waitlisted Student* role.
To add individual users to sites in the *Waitlisted Student* role during the process of adding individual users to sites:

1. Select **Waitlisted Student**;
2. Click **Continue** to continue the add process.

Note that unlike students added via waitlist rosters, individual students manually added to course sites in the *Waitlisted Student* role will not be automatically removed from course sites at the end of the drop/add period.

### Removing individual waitlisted students

To remove individual students in the *Waitlisted Student* role, follow the [steps to remove participants from course sites](#).
At the end of the add/drop period, what happens to content created by waitlisted students?

When waitlists expire at the end of the add/drop period, any waitlisted students added to course sites via waitlist rosters who are still on the waitlist (i.e., waitlisted students who have not fully enrolled in the course) will be removed from those course sites. Instructors may also manually remove the waitlist roster from their course sites. In some tools, content created by waitlisted students is no longer available after they have been removed; in other tools, their content remains visible.

Tools in which waitlisted student content is no longer available

Tools in which waitlisted student content is no longer available after their removal include:

- **Assignments** (submissions by waitlisted students and any associated grades and feedback)
- **Tests & Quizzes** (submissions by waitlisted students and any associated grades and feedback)
- **Gradebook** (grades assigned to waitlisted students)

Tools in which waitlisted student content remains available

Tools in which waitlisted student content remains available after their removal include:

- **Anonymous Feedback**
- **Chat**
- **Discussion & Private Messages**
- **File Drop**
- **Forums**
- **Lessons**
- **Messages**
- **Polls**
- **Sign Up**
- **Wiki**
Where should I submit work for courses in which I'm enrolled AND on a waitlist?

In some cases, students may be enrolled in one section of a course and also on a waitlist for another section of the course that they would prefer to join, but is currently full. (This situation is most common in courses that include a large number of discussion sections or labs meeting at different times.) In these cases, students may be members of multiple course sites for different sections of the same course, and they may be confused about where they should submit any assigned work—the course site in which they are included as a fully enrolled student, or the course site in which they are included as a waitlisted student.

Students are strongly encouraged to submit any assigned work in both course sites, due to the following:

• If students submit work in the course site in which they are included as a fully enrolled student only, their work is not available in the course site in which they are included as a waitlisted student. If, at some point, they move off the waitlist and become a fully enrolled student in that course site, their previous work will not be available there, because it was submitted in another course site.

• Conversely, if students submit work in the course site in which they are included as a waitlisted student only, their work is not available in the course site in which they are included in as a fully enrolled student. If they are unable to move off the waitlist and remain a fully enrolled student in the original course site, their work will not be available there, because it was submitted in another course site.

Submitting assigned work in both course sites ensures that the work will be available to instructors, whether the student remains in the section in which they were originally enrolled or moves off the waitlist and becomes enrolled in another section.