How to:

Create a project site

Vula 2.6 (Last updated: 17 Dec 2008)

Center for Educational Technology, UCT

Introduction

In Vula there are two types of sites: course sites and project sites. Course sites are linked to course or programme codes and may only be created by UCT staff members. By contrast, project sites are not linked to course codes (membership is managed manually) and may be created by any UCT staff member or registered student.

Project sites are suitable for study groups, research collaboration, student societies and interest groups, personal data storage, departmental administration, and any other non-course related activities.

Project sites may be deleted when they are no longer needed.

Getting started

1. Login to Vula at http://vula.uct.ac.za
2. Make sure that you are in 'My Workspace'
3. In the left menu click 'Worksite Setup'

Screen 1

4. Click 'New' in the horizontal options bar
5. Select the radio button next to 'project website'
6. Click the 'Continue' button

Screen 2

7. Give your site a title
8. If you want to give your site a description do so in the box(es) provided. You can provide this information later, so leave these fields blank if you prefer.
9. Make sure your name and email address are correct in the Site Contact and Site Contact Email fields.
10. Click 'Continue'

Screen 3

11. Choose the tools you'd like to have in your site. The most commonly used tools are pre-selected for you. You may select additional tools or remove the default tools by clicking the check boxes.

    Note: Once your site is created, you can come back and add or remove tools at any time. What you choose at this stage of the set up process is not fixed.

12. You also have the option to re-use material from other sites that you own by selecting the relevant radio button

13. Click 'Continue'

Optional screen

14. If you selected the 'Email Archive' tool you will now be asked to choose an email address for the site

15. Click 'Continue'

Screen 4

16. Choose whether you want to publish your site now (or leave this until later)

17. Set the site's access options:

    a. Private (recommended): Only the people you add as participants can see your site

    b. Display in public list: elements of your site may be published publicaly

18. Next you will see a check box next to 'Can be joined by anyone with authorization to log in'. You must choose whether:

    a. You will decide who may visit your site (don't select the check box), or

    b. Any Vula users may join your site (select the check box). If you select this option, use the drop-down list to choose a role to assign people who join your site.

19. Click 'Continue'

Screen 5

20. Review the displayed site information. If it's correct, click 'Create Site'. If you need to make changes, click 'Back'.

Accessing your new site

21. You will be returned to the default Worksite Setup page. The link to your new site will be visible in your tabs or in the 'My Active Sites' drop-down box. Click it to enter your site and begin editing its content.

For further assistance please contact help@vula.uct.ac.za