

How to:

Change your site tabs

Vula 11.x (Last updated: Dec 2016)

Centre for Innovation in Learning and Teaching, UCT

For more resources: www.cilt.uct.ac.za/cilt/vulahelp



Introduction

Once you have logged into Vula, you will see the 'Home' tab next to the Vula logo. You can view all the sites you have access to in the 'Sites' menu, in which there is an option to search your sites list and 'star' your favourite sites. Starred sites will appear as tabs to the right of the 'Home' tab. You can also change the display order of your favourite sites here. Please note that **hiding a site from your tabs (by 'unstarring' the site title) does not remove your membership of that site**. You will still be able to access hidden sites from the 'Sites' menu or under 'Worksite setup' in the 'Home' tab.

Getting started

1. Login to Vula at <http://vula.uct.ac.za>.
2. Click the 'Sites' icon for the drop-down menu.
3. You will notice this drop-down box shows:
 - 'Sites' list – all your active sites to which you have membership.
 - 'Favorite' sites (indicated with a yellow star) – favourite sites appear in the top bar, alongside the 'Home' tab.
4. Favourite sites can be updated and reordered in the 'Organize Favourites' section (click on the tab in the top bar, next to 'Sites').

Choosing your favourite sites for your top bar

1. Favourite sites are updated in the 'Sites' menu.
2. To make a site appear in your top bar (favourite), click the star next to the site name. It will appear as yellow.
3. To remove a site from your top bar (remove favourite), click the star next to the site name. It will appear as gray.



4. Once you leave the 'Sites' menu, Vula will ask you to 'Reload to see your updated favorite sites'. Click on 'Reload' to see the updated changes.

Changing the order of the tabs for favourite sites

1. If you have two or more favourite sites, you will be able to reorder the tabs.
2. Go to the 'Sites' menu, and click on 'Organize Favorites'.
3. Using the mouse, drag and drop an individual site to reorder the list.
4. Once you leave the 'Sites' menu, Vula will ask you to 'Reload to see your updated favourite sites'. Click on 'Reload' to see the updated changes.

See also online videos at <http://tinyurl.com/vula-video-tutorials>. For further assistance, please contact help@vula.uct.ac.za.

