

How to:

Create a course site

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

In Vula there are two types of sites: **course sites** and project sites. Course sites are **linked to official UCT 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.

Course sites are designed to serve the teaching, learning and administrative needs of a specific course, or group of courses at UCT. Sites may also be linked to programme codes so that, for example, all students registered within a particular faculty have access to a shared site. **If you are in any doubt about whether you should be creating a course site or project site, please contact the Vula team (help@vula.uct.ac.za)** for assistance in selecting the most appropriate option.

Student membership to course sites is managed automatically. Vula receives class list information from UCT's central records and updates lists linked to sites accordingly. This means that when students register or deregister from a course they are automatically added to or removed from the site; you do not need to manage this yourself. You will, however, need to add lecturers, support staff and tutors manually, as this information cannot be accessed from PeopleSoft.

Getting started

1. Login to Vula at <http://vula.uct.ac.za>
2. Make sure that you are in 'Home' >> 'Overview'.
3. In the left-side menu, click 'Worksite Setup'.

Screen 1

4. Click the 'New' button in the horizontal options bar.
5. Select the radio button next to 'course site'.
6. Choose the correct academic term from the dropdown box.



7. Click the 'Continue' button.

Screen 2

8. If, according to UCT's central records, you are affiliated with a particular department, a list of associated courses will be generated. Choose the course for which you would like to create a site by checking the box alongside its name.

Note: Sites can only be created one at a time. If you select multiple courses on this screen, your site will be linked to all those codes. If, however, you wish to create more than one course site, you will need to repeat this process for each one individually.

9. If you do not see a list of course codes, you will be given a series of dropdown boxes to first select the department, then the course and finally the appropriate section (if applicable).
10. If you cannot find the course listed anywhere, click the 'Still cannot find your course/section?' link to enter Subject, Course and Section information.
11. Click 'Continue'.

Screen 3

12. By default, your course site will have the course code and academic year as its title. If appropriate, you may change this in the 'Site Title' field.
13. If you want to give your site a description, do so in the 'Description' or 'Short Description' box(s) provided. You can provide this information later, so leave these fields blank if you prefer.
14. Make sure your name and email address are correct in the 'Site Contact' and 'Site Contact Email' fields.
15. Click 'Continue'.

Screen 4

16. 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 checkboxes.

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 setup process is not fixed.

17. You also have the option to re-use material from other sites that you own by selecting the relevant radio button.
18. Click 'Continue'.



Optional screen

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

Screen 5

21. Choose whether you want to publish your site immediately or leave this until later. If you publish your site immediately, students will have access to it straight away. If you wish to work on your site before opening it to visitors, select the 'Leave as Draft' check-box.
22. Click 'Continue'.

Screen 6

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

Accessing your new site

24. You will be returned to the default 'Home' >> 'Overview' page. The link to your new site will be visible in your tabs or in the 'Sites' menu. Click on the tab or title respectively to enter your site and begin editing its content.

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

