

How to:

# Create a project 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](http://www.cilt.uct.ac.za/cilt/vulahelp)



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## Introduction

In Vula, there are two types of sites: course sites and project sites. Course sites are linked to course or degree 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.

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## Getting started

1. Log in to Vula at <http://vula.uct.ac.za>.
2. Under your profile icon, click 'Create new site'
3. Alternatively, in the 'Home' tab, choose 'Worksite Setup' in the left-side menu and click the 'New' tab.

## Screen 1

4. Select the radio button next to 'project site'.
5. Click the 'Continue' button.

## Screen 2

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



### Screen 3

10. 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.

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

12. Click 'Continue'.

### Optional screen

13. If you selected the 'Email Archive' tool, you will be asked to choose an email address for the site. Once you have done this, click 'Continue'.

### Screen 4

14. Choose whether you want to publish your site now (or leave this until later) under 'Site status'.

15. 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 publically.

16. Next, you will see 'Global Access' options. You must choose whether:

- a. You will decide who may visit your site, or
- b. Any Vula users may join your site. If you select this option, use the drop-down list to choose a role to assign people who join your site.

17. Click 'Continue'.

### Screen 5

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

### Accessing your new site

19. You will be returned to the default 'Home' page. The link to your new site will be displayed on the screen, visible in your tabs or in the 'Sites' icon which contains drop-down box of all your active sites. Click it to enter your site and begin editing its content.

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For further assistance please contact [help@vula.uct.ac.za](mailto:help@vula.uct.ac.za).

