



OFFICE OF THE DEAN OF STUDENTS FRATERNITY & SORORITY LIFE

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Instructions for Submitting Information on Collab

1) From the UVA Collab Homepage (<https://collab.itc.virginia.edu/portal>), click the UVA Login button in the top right corner.

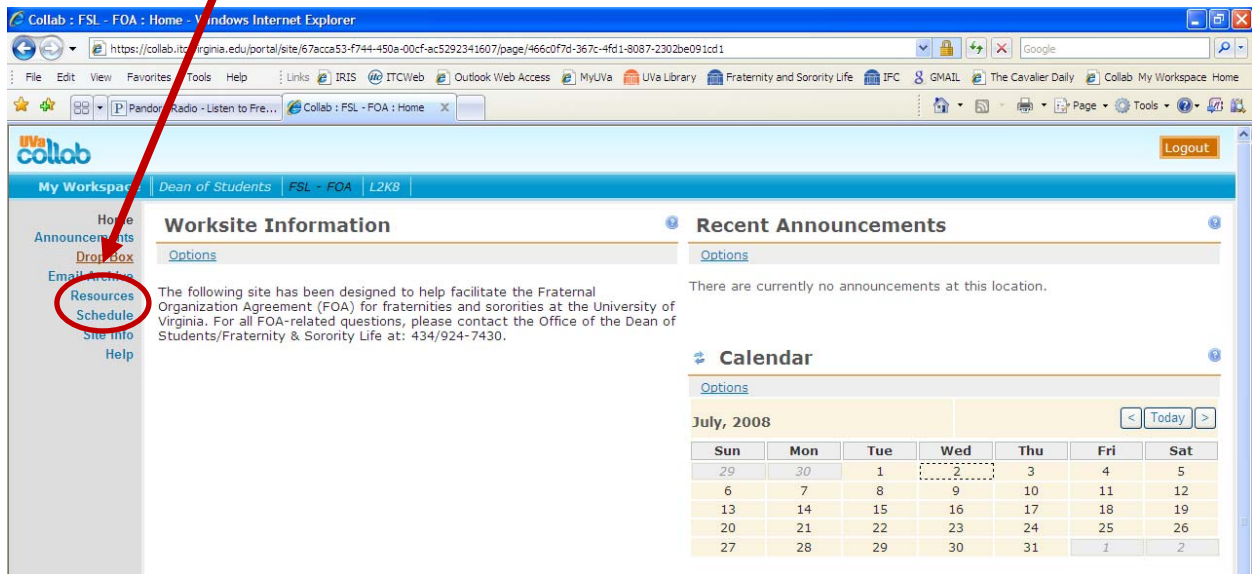
2) Login to Collab through Netbadge

3) Click the FSL-FOA Tab

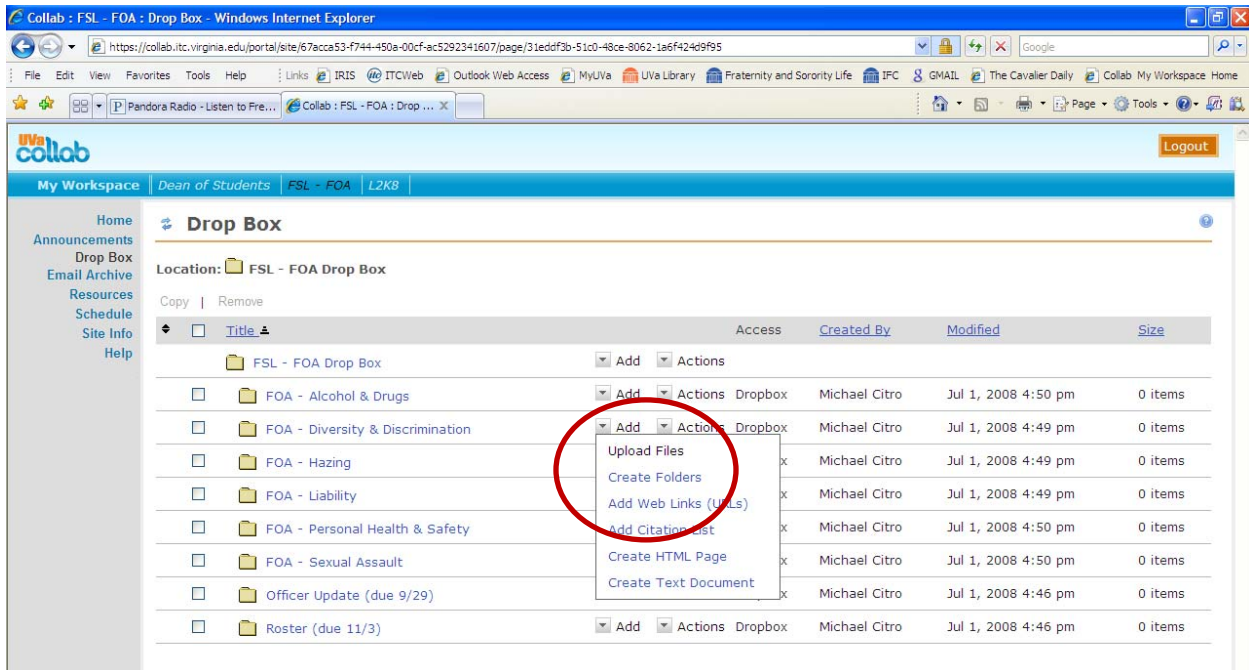
The screenshot shows the UVA Collab portal interface. At the top, there is a navigation bar with tabs: 'My Workspace', 'Dean of Students', 'FSL - FOA', and 'L2K8'. A red arrow points to the 'FSL - FOA' tab. Below the navigation bar, the main content area is divided into several sections:

- My Workspace Information:** Includes a section titled 'Create Your Own Collaboration and Course Sites' with instructions for users to create new sites. It also features 'UVA Collab Usage Stats as of June 30, 2008' showing 1,451 collaboration sites and 624 course sites.
- Recent Announcements:** A section with a 'View' dropdown set to 'All' and a message stating 'There are currently no announcements at this location.'
- Calendar:** A calendar for July 2008, showing dates from 29 to 2.
- Message of the Day:** A section titled 'Transitioning from Toolkit to UVaCollab Presentations and Demos' with information about the transition process and contact details for support.
- Fun Fact: Forget About It!** A tip about using the built-in navigation within UVaCollab instead of browser back/forward buttons.

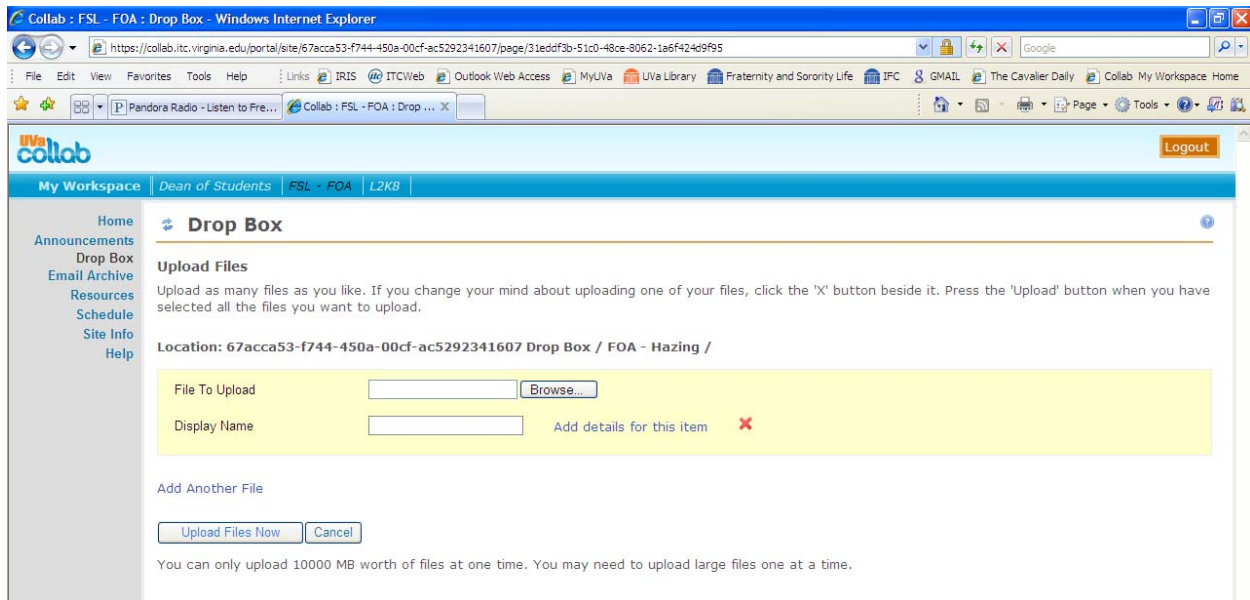
4) Select Resources from the Menu on the left



5) Select Add ⇒ Upload Files for the appropriate folder for the materials that you are submitting.



6) Upload the file(s) using the “Browse” feature. In the Display Name box, please type the name of your fraternity/sorority and the title of what you are submitting (ex: Alpha Gamma Officer Update).



7) Select Upload Files Now to complete the process.