



bSpace Course Site Setup Instructions

Below is a checklist of activities and instructions for setting up your bSpace course site.

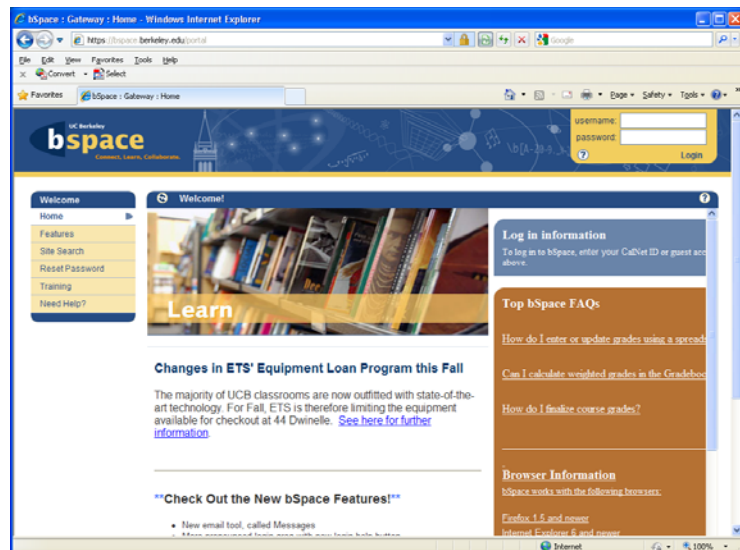
1. Create your bSpace course site and associate the course enrollment roster
2. Add GSIs (and other users) to your site
3. CalNet Directory
4. bSpace support

1. Create your bSpace course site and associate the course enrollment roster

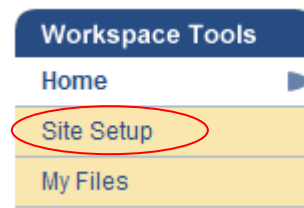
Attention: You must be listed as the **Instructor of Record** in the Online Schedule of Classes (<http://schedule.berkeley.edu/>) to associate the class roster with a bSpace course site. This action cannot be delegated because class rosters are linked to the instructor of record's CalNet ID.

If you are a **GSI**, create the site without a roster and add the Instructor manually. The **Instructor** will then be able to add the roster later by clicking **Edit Class Roster(s)** in the **Site Info** tool.

- a) Using your CalNet ID, log into bSpace at <http://bspaces.berkeley.edu>



- b) Under the **My Workspace** tab, click on 'Site Setup'.





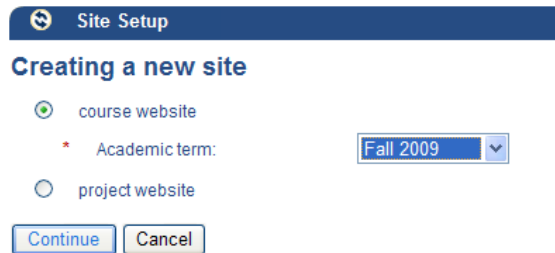
c) Click on the 'New' link.



d) Select "course website".

Please make sure that you have the correct term.

(Course websites allow the association of course roster; project websites do not.)

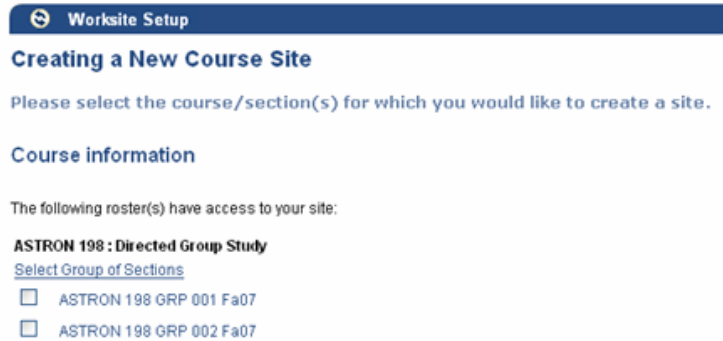


e) Check the box next to the course roster you wish to associate to the course site.

*(Instructors have the option of associating more than one roster to a single site. This is common for faculty who are teaching multiple sections of the same course or **cross-listed** courses.)*

Note: When you create a course site from scratch, the system will automatically label your bSpace course tab with course's official course name (i.e. MBA236 LEC 001 Fa 09).

However, if a roster is not associated at the time of site creation (i.e. a GSI or admin. asst. creates a site for a faculty member), the faculty member can access the existing site and associate a roster afterwards. Please see "Associating a Roster to an Existing bSpace Course Site" below.





f) By default, bSpace will enable a set of commonly used tools for your site.

You are welcome to enable any additional tools you may need for your course.

Tools can be enabled or disabled at ANY time. (Site Info -> Edit Tools)

Tools that are frequently added are the following:

- **Email Archive** (mailing list function)
- **Assignments**
- **Drop Box**
- **Gradebook**
- **Messages** (another mechanism for emailing site participants from within your bSpace site)

Site Setup

Tools

<input checked="" type="checkbox"/>	Home	For viewing recent announcements, discussion, and chat items.
<input checked="" type="checkbox"/>	Announcements	For posting current, time-critical information.
<input type="checkbox"/>	Assignments	For posting, submitting and grading assignment(s) online. ** For use in Co
<input type="checkbox"/>	Chat Room	For real-time conversations in written form.
<input type="checkbox"/>	Drop Box	For private file sharing between instructor and student. ** For use in Cours
<input type="checkbox"/>	Email Archive	For viewing email sent to the site.
<input type="checkbox"/>	Forums	For asynchronous discussion board activities
<input type="checkbox"/>	Gradebook	For storing and computing assessment grades from Quiz & Survey or that
<input type="checkbox"/>	Messages	Display messages to/from users of a particular site
<input type="checkbox"/>	News	For viewing content from online sources.
<input type="checkbox"/>	Polls	For anonymous polls or voting
<input type="checkbox"/>	Quiz & Survey	For creating self-assessments and simple surveys. NOT for use in online e
<input checked="" type="checkbox"/>	Resources	For posting documents, URLs to other websites, etc.
<input checked="" type="checkbox"/>	Roster	For viewing the site participants list. ** For use in Course sites only.
<input type="checkbox"/>	Schedule	For posting and viewing deadlines, events, etc.
<input type="checkbox"/>	Section Info	For managing sections within a site. ** For use in Course sites only.
<input checked="" type="checkbox"/>	Site Info	For showing worksite information and site participants.
<input checked="" type="checkbox"/>	Syllabus	For posting a summary outline and/or requirements for a site. ** For use in
<input type="checkbox"/>	Web Content	For accessing an external website within the site.
<input type="checkbox"/>	Wiki	For collaborative editing of pages and content

g) The **Email Archive** tool is the course mailing list for your class.

After enabling this tool, you will be asked to supply the bSpace with the name you'd like to use as the course's mailing list address.

Please adhere to the recommended Course-Section-Term format for naming your mailing list.

This format will prevent sites from having the same email address

Email Archive

Customize Email Archive

Mailbox settings

Accept Messages From

Anyone

Only site participants

Set the reply to address

The email archive

Leave as the original sender

Mail Address

Site Email Address @bspace.berkeley.edu

TIP #1: The recommended format for a course email address is **Course-Section-Term** (i.e. astro198-01-fa07 resulting in astro198-01-fa07@bspace.berkeley.edu).

TIP #2: Please use dashes (-) instead of an underscore(_) to separate the



components of the course email address. Underscores are hard to discern in electronic form because email addresses are frequently displayed as an underlined hyperlink.

h) **Site Access:** By default, bSpace will publish your site once it has been created. Thus the 'Publish Site' option is checked. However, you may opt to unpublish the site while you are organizing the site's contents.

Global Access: By default, bSpace disables global access. Enabling global access allows for anyone with a CalNet ID to "self join" to your course site.

i) When you have completed your site configuration activities, bSpace will provide an overview of your setup.

Confirm and generate your site by clicking on the 'Create Site' button.

You should now see a new tab in your bSpace view labeled with your course title.



What if I don't see my course tab?



If you don't see your course tab, it may be because your bSpace account already has four or more tabs (i.e. sites). If so, you can find your newly created course under the **My Active Sites** tab.

To rearrange the tabs in your view, go to your My Workspace tab and click on Preferences. Here you will be able to specify the course tabs that are displayed upon logging into the system.

What is that round button with the arrows for?


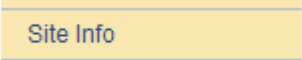
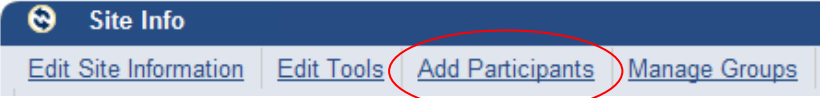



To refresh a view of any tool, please click on the circle with the arrows. This is bSpace's refresh or return function.

Using the browser's 'Back' button will not work.

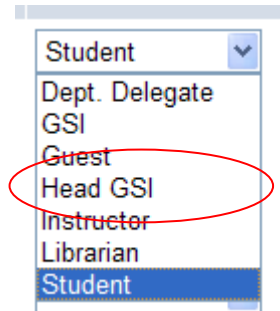


2. Add GSIs, Co-Instructors, Assistants and Students (interested in adding your class) to your site

<p>a) Click on the bSpace tab that corresponds to your course.</p>	
<p>b) Click on Site Info from the Course Tools Menu.</p>	
<p>c) Click on the Add Participants link along the top of the page.</p>	
<p>d) Go to the CalNet Directory Lookup page to determine the UID# for the GSI.</p> <p>Click on the user's name to reveal their UID#.</p>	<p>CalNet Directory Lookup URL: https://calnet.berkeley.edu/directory/</p> 
<p>e) In the "Other UC Berkeley Participants" box, enter the GSI's UID number.</p> <p>Complete the action by clicking 'Continue'.</p> <p>Select a 'Role' for the individual.</p> <p>Click 'Continue' again.</p> <p>And finally, click 'Continue' again and then 'Finish'.</p>	<p>Other UC Berkeley Participants</p> <p>Enter participants' "berkeley.edu" email addresses or their UID (found in the CalNet Directory). <i>The UID is not the same as a CalNet ID. The UID is found beside each person's name on their details page in the directory.</i></p> <div style="border: 1px solid #ccc; padding: 5px; width: 150px; height: 20px; margin-bottom: 5px;"></div> <p><small>Note: Enter multiples each on separate line (no punctuation)</small></p> <p>Attention: Identifying and adding participants to bSpace via an email address isn't always a sure thing because it depends on what contact information (i.e. email address) that person has entered in their CalNet Directory profile. Thus, obtaining and using the individual's UID number is the recommended method.</p>



Head GSI vs. GSI?



TIP: If you are using the Gradebook Tool and intend for your GSI to be able to administer your students' grades, please assign them the 'Head GSI' role.

The regular GSI role does not have access to the Gradebook feature.

For more information on participant roles, please refer to:

http://bSpacehelp.berkeley.edu/topics/permissions/permissions_04

3. CalNet Directory

The contact information for faculty and students in bSpace is imported from the campus' CalNet Directory Services. <https://calnet.berkeley.edu/directory/>

Please make sure that your directory profile is up-to-date. To contact your students using bSpace's various communication tools, you will need to make sure that your CalNet Directory profile has been updated with your official email address. If you need to update your profile, please go to this link: <https://calnet.berkeley.edu/directory/update/>

If your students are not receiving email that you send via bSpace's course mailing list, it is possible that the affected students will need to update their CalNet Directory profiles with their current email address.

4. bSpace Support

Because bSpace is owned and operated by campus' Educational Technology Services (ETS) group, Haas' ECSM staff do not have administrative rights to the system. As a workaround, Haas faculty may add the following staff members to their sites as Instructors in an effort to provide a faster response time for bSpace-related issues.

Bryan Lin UID#: 212776 bryan@haas.berkeley.edu
Phil Mahoney UID#: 79234 phil@haas.berkeley.edu

To add a staff member:

- Login to bSpace and go to your course site.
- Click on Site Info.
- Click on Add Participants
- In the "Other UC Berkeley Participants" box, add the UID# for the staff member you are adding.
- Click Continue, select the role of **Instructor**, click Continue again to finish the action.

The addition of a Haas ECSM staff member to your bSpace course site is entirely **optional**.



You may also contact our Help Desk at helpdesk@haas.berkeley.edu or call 510-642-0434 (866-642-0434 Toll Free).

For **online assistance**, ETS provides a comprehensive online bSpace Help site that includes “How-To” Guides and Frequently Asked Questions: <http://bpacehelp.berkeley.edu/>