Create a UVaCollab Site

To create a WordPress site associated with UVA, first create a UVaCollab course or collaboration site. UVa WordPress accounts have more features than the free version of WordPress.

1. Go to the UVaCollab homepage at collab.itc.virginia.edu
2. Click UVa Login
   - A NetBadge login page will open
3. Log in with either your UVa computing ID or NetBadge certificate
   - Your UVaCollab workspace will open
4. Click Worksite Setup
   - Find Worksite Setup on the left side menu
   - A list of your UVaCollab sites will open
5. Click New
   - Find New at the top of the "Worksite Setup" page
   - The "Site Type" page will open
6. Choose the type of site you want to create
   - Creating sites from templates is easiest
   - If you are an instructor and want to use WordPress in a course: choose a "course" template
   - If you want to use WordPress for an organization or for personal use: choose a "collaboration" template
7. If you chose a "course" template:
   a. Choose the term for your course
   b. Click Go to roster selection
      - A list of courses for which you are the instructor will open
      a. Choose your course
      b. Click Continue
8. Enter a title for your site in the "Site Title" field
9. Enter a description for your site in the large text box
10. Enter a short description for your site in the small text box
11. Fill in the other fields to modify your UVaCollab site
12. Click Continue
   - Your site email address will open
   - Your address is made automatically from your site title
   - Site members receive messages sent to this address
13. Click Continue
   - Your site will appear in the list of your sites