



Hours

Monday 10:00 a.m. – 8:00 p.m.

Tuesday 10:00 a.m. – 8:00 p.m.

Wednesday 10:00 a.m. – 8:00 p.m.

Thursday 10:00 a.m. – 4:00 p.m.

Friday by appointment

Saturday closed

Sunday 4:00 p.m. – 8:00 p.m.

Contact Information

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Zahnow Library, Z-214

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Introduction to VSpace®

This tutorial will help you understand how to navigate around SVSU's VSpace. In many of your classes you will be using VSpace and understanding the various abilities of it will help you in your education experience.

There are several topics covered in this tutorial:

- Using your workspace
- Entering your course
- Turning in Assignments
- Using the messageboards

Using my workspace

Once you have logged into VSpace you will be presented with your my Workspace (see figure 1). This is your personal area of VSpace and you are the only one who access to this. At the top you will see your classes listed on the blue bar. If you have more classes then can fit on the blue bar you will see a more dropdown menu to the right.

Also in My Workspace you will also see any Messages of the Day and any Recent Announcements for your classes you are enrolled in

Choosing your class

Located at the top on the blue bar are the classes and organizations that you are currently enrolled in. If you are in more then four then you will see them located in the drop-down more option on the far right.

You may also use the membership option from the tool list on the left and choose your class from there.

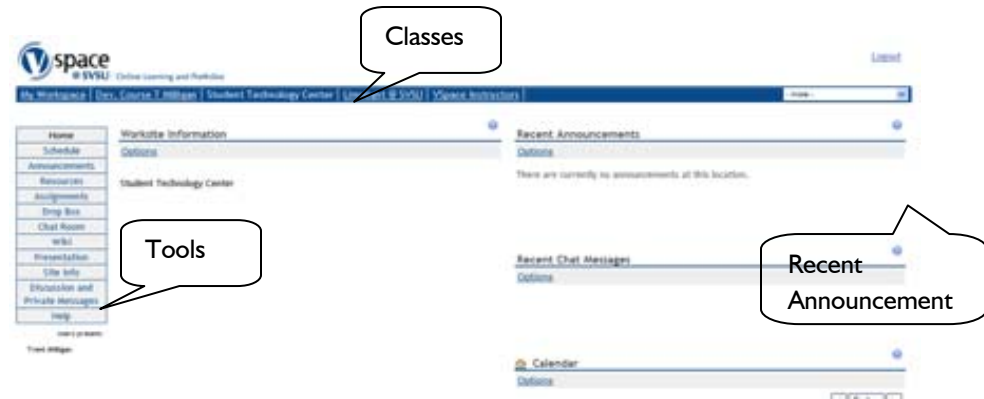
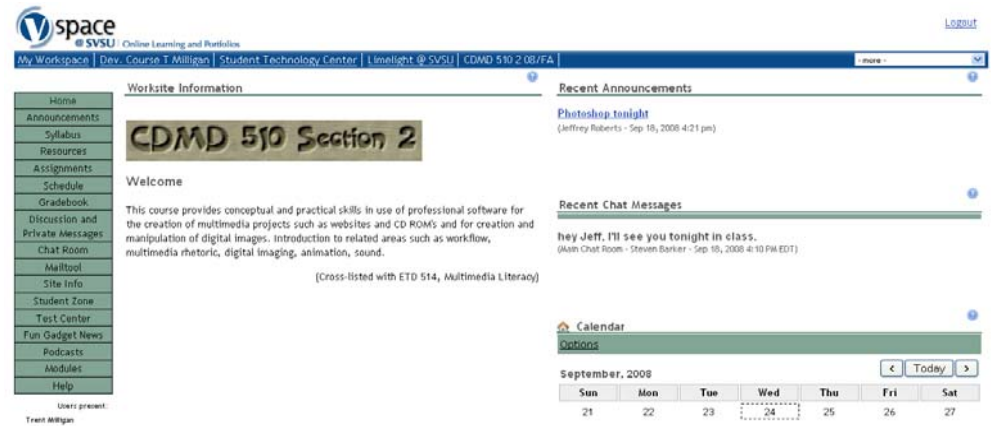


Figure 1 My Workspace

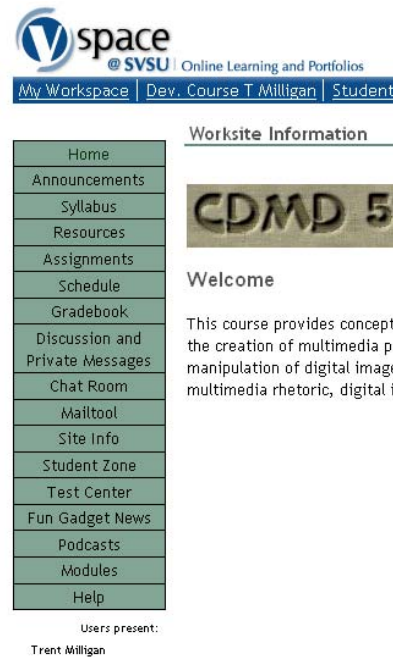
More Classes

Class Tools

When you have clicked on your class you will go to the section for your class in VSpace. Here depending on your class you will have numerous tools listed on your left. You will also see any recent announcements for that course and a description of that course.



The screenshot shows the VSpace interface for the course CDMD 510 Section 2. The top navigation bar includes the VSpace logo, the text "@ SVSU Online Learning and Portfolios", and a breadcrumb trail: "My Workspace | Dev. Course T Milligan | Student Technology Center | Lemailight @ SVSU | CDMD 510 2 08/FA". A "Logout" link is in the top right. On the left is a vertical menu with items: Home, Announcements, Syllabus, Resources, Assignments, Schedule, Gradebook, Discussion and Private Messages, Chat Room, Mailtool, Site Info, Student Zone, Test Center, Fun Gadget News, Podcasts, Modules, and Help. The main content area is titled "Worksite Information" and features a large heading "CDMD 510 Section 2". Below this is a "Welcome" message: "This course provides conceptual and practical skills in use of professional software for the creation of multimedia projects such as websites and CD ROM's and for creation and manipulation of digital images. Introduction to related areas such as workflow, multimedia rhetoric, digital imaging, animation, sound." A note below reads "(Cross-listed with ETD 514, Multimedia Literacy)". To the right, there are sections for "Recent Announcements" (with a link to "Photoshop tonight" by Jeffrey Roberts), "Recent Chat Messages" (with a message from Jeff), and a "Calendar" for September 2008. The calendar shows the 24th as the current date.



The screenshot shows the VSpace interface for the course CDMD 5. The top navigation bar includes the VSpace logo, the text "@ SVSU Online Learning and Portfolios", and a breadcrumb trail: "My Workspace | Dev. Course T Milligan | Student". The left menu is identical to the previous screenshot. The main content area is titled "Worksite Information" and features a large heading "CDMD 5". Below this is a "Welcome" message: "This course provides concept the creation of multimedia pr manipulation of digital image multimedia rhetoric, digital i". At the bottom, it shows "Users present: Trent Milligan".

Turning in Assignments

This is where you will post any assignments that you may have for class. You will be able to see the days you may begin to post assignments, due dates and the last date you may submit an assignment.

1. Click on the assignment that you wish to submit
2. When submitting assignment you will either submit the assignment as an attachment or you may copy and paste the assignment in the text box. Either way will submit the paper to your instructor.
3. Click the submit button to send your assignment. You may also save the draft for later. This will not submit the paper.

Depending on how your class is set up you may only be able to submit a paper once. If this is the case then you will not be able to resubmit the paper if you noticed you submitted the wrong version or paper. If this does happen then speak with your instructor.

space @ SVSU Online Learning and Portfolios

Workspace Student Technology Center

Home Schedule Announcements Resources Assignments Drop Box Chat Room Wiki Presentation Site Info Discussion and Private Messages Help

Assignments

Assignment List

Select an assignment to view details, start working or edit your previous work.

Viewing 1 - 1 of 1 items

Assignment title	Status	Open	Due
Assignment #1	Not Started	Jan 13, 2007 12:00 pm	Sep 23, 2009 5:00 pm

1

Submission

Assignment Text

This assignment allows submissions using both the text box below and attached documents. Type your comments other documents. Save frequently while working.

Source Bold Italic Underline Text Color Background Color Bulleted List Numbered List Indent Outdent Link Unlink Image Video Audio Table Font Size

2

Attachments
attachments yet

Add Attachments

Submit Preview Save Draft Cancel

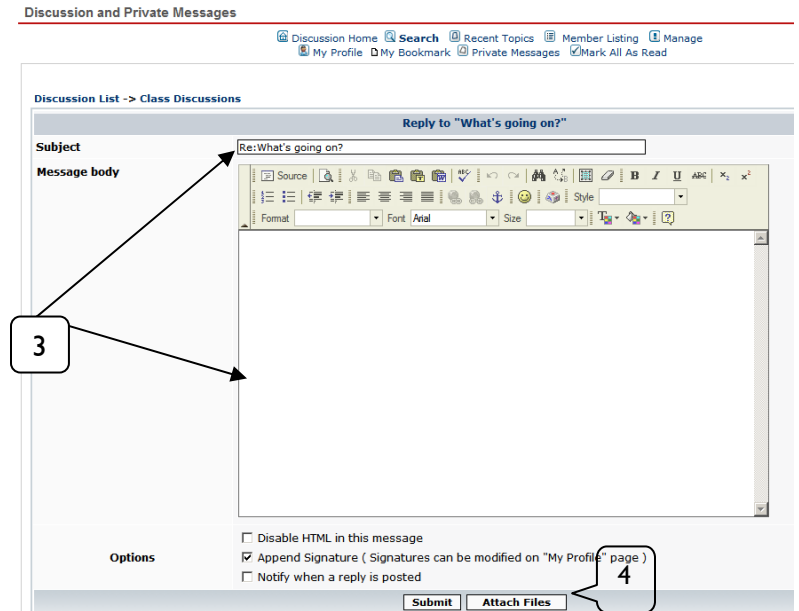
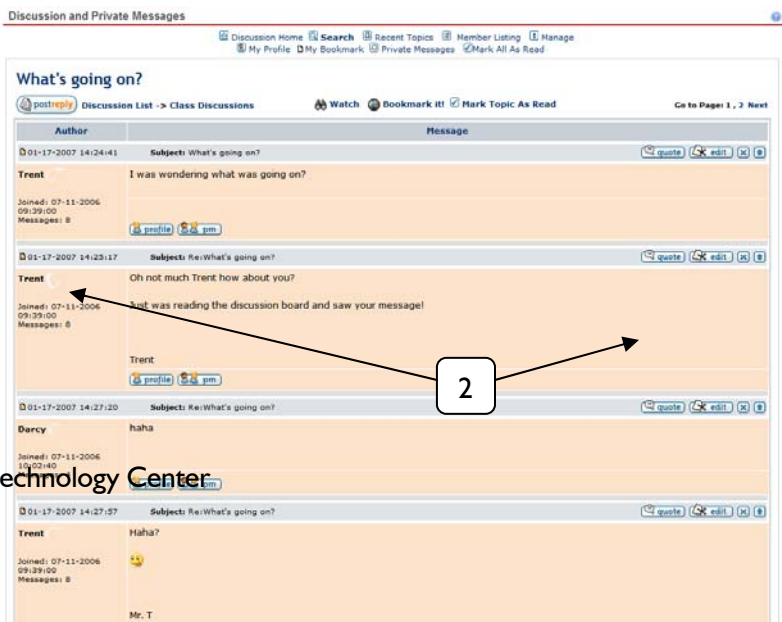
3

Discussion and Private Message

When at the Discussion and Private Messages tool of VSpace you should notice the discussion board along with different boards for the class such as class discussions.

Here is where all the topics people are discussing are located. You will be able to see a topic, the number of posts, who started it, who posted the last message and when the last message was posted. If you wish to read and respond to the topic you will click on the topic name.

1. Click the New topic button to start a new thread
2. You may also use someone's post and quote them so people know what you may be talking about if you are responding to a specific post.
3. When posting either a reply or a new topic you will need to post the information needed such as a topic and message body.
4. You may also submit an attachment. This could be something such as a word document.



Resources

This is where the instructor may place any documents and files they feel would be helpful to your course. These could include

word documents, powerpoints, PDFs and just about anything else that may be required reading for your class or other helpful resources.

The resources may also be organized using folders. If so, then you may click on the folder and it will expand the contents of that folder. Now you can gather all of the resources from that folder.

The screenshot shows the VSpace interface. At the top left is the 'VSpace' logo with 'SVSU Online Learning and Portfolios' below it. A navigation bar contains 'VSpace', 'Dev. Course T. Milligan', 'Student Technology Center', 'LimeLight @ SVSU', and 'CDMD 510 2 08/FA'. A 'Logout' link is at the top right. A sidebar on the left lists navigation options like 'Home', 'Announcements', 'Library', etc. The main content area is titled 'Resources' and shows 'Site Resources | Upload-Download Multiple Resources'. Below this, it indicates the location as 'CDMD 510 2 08/FA Resources' and provides a 'Copy' button. A table lists the resources with columns for Title, Access, Created By, Modified, and Size.

Title	Access	Created By	Modified	Size
CDMD 510 2 08/FA Resources				
Photoshop Resources	Entire site	Jeffrey Roberts	Sep 15, 2008 10:48 am	2 Items
Sept 18 Lesson	Entire site	Jeffrey Roberts	Sep 15, 2008 10:49 am	6 Items
Photoshopfiletypes.doc	Entire site	Jeffrey Roberts	Sep 15, 2008 10:49 am	30 KB
Podcasts	Public	Jeffrey Roberts	Aug 29, 2008 9:33 pm	1 Item
VSpace Tip Sheet	Entire site	Jeffrey Roberts	Aug 28, 2008 1:23 pm	56 bytes