



Hours

Monday	9:30 a.m. – 8:00 p.m.
Tuesday	9:30 a.m. – 8:00 p.m.
Wednesday	9:30 a.m. – 8:00 p.m.
Thursday	9:30 a.m. – 6:00 p.m.
Friday	11:00 a.m. – 3:00 p.m.
Saturday	Closed Saturday
Sunday	2:00 p.m. – 8:00 p.m.

Contact Information

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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
- Using Class Tools
- Turning in Assignments
- Using the Message Boards
- Accessing the Resources area
- Questions?

Using my workspace

After logging into VSpace, the first thing you will see will be the “My Workspace” area (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 than what fits on the blue bar, you will see a more dropdown menu to the right.

Also in “My Workspace” you will see any “Messages of the Day” and any “Recent Announcements” for the classes in which you are enrolled.

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 than four, you will see them located in the drop-down more option on the far right.

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

If one or more of your classes are not available on the blue bar, click on preferences, which is on the left side of the screen. Then you can adjust what classes show up in the blue bar by clicking on the class and clicking on the arrow to the side that you need it on.

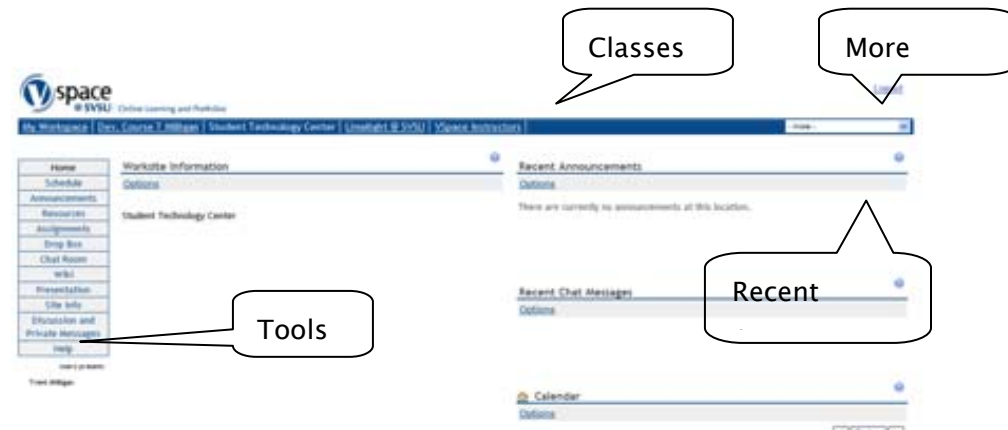


Figure 1 My Workspace

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.

These are all controlled by your professor and will be different for every available course.

- Tools for your class will be listed on your left.



Users present:
Trent Milligan

Worksite Information



Welcome

This course provides concept the creation of multimedia pr manipulation of digital image multimedia rhetoric, digital i

Note: The image to the left is just a blown up picture to show more details of the image.

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 method will submit the paper to your instructor.
3. Click the submit button to send your assignment. You may also save the draft for later. The “Save As Draft” option 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.

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Submission

Assignment Text

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

Attachments
No attachments yet

Add Attachments

Submit Preview Save Draft Cancel

3

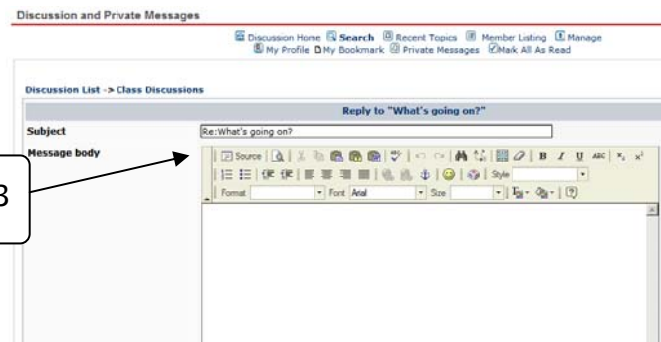
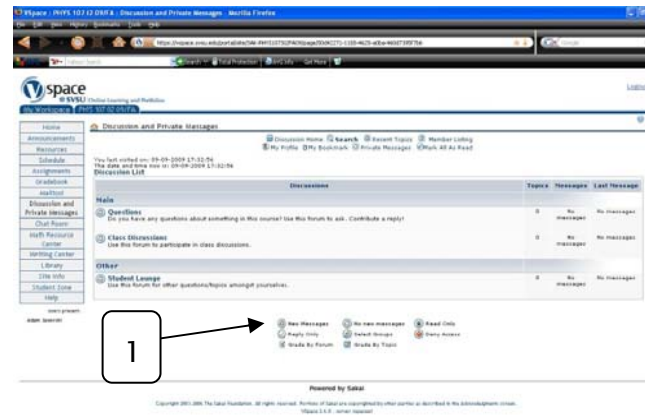
o VSpace

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 respond to other's post and quote them so people reading the discussion know what you are talking about. if you are responding to a specific post.
3. When posting a reply or a new topic you can fill in the topic field and write your reply in the message body field as shown to the right.
4. You may also submit an attachment, such as a word document or other files.



The screenshot shows a VSpace interface with a navigation menu on the left and a main content area. The main content area displays a 'Resources' page for the course 'CDMD 510 2 08/FA Resources'. A table lists various resources, including folders and files. A callout box with the number '1' points to the folder 'CDMD 510 2 08/FA Resources' in the table.

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 1:33 pm	56 bytes

Once you are in a folder, if you want to go back to the main resources page for that particular course, click the course folder listing in the “Location” course area as shown above.

- 1) Click here: when you are in a folder and have to return to the main page, this is the fastest and easiest way to get back to the Resources home page for that class.

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, PowerPoint’s, PDFs and just about anything else that may be required reading for your class or other helpful resources.

Resources may also be organized using folders.

1. If so, clicking on the folder will expand its contents so you can view its resources.