



UVA Collab for Research Collaborations

PART I

BILL COREY

RESEARCH DATA MANAGEMENT LIBRARIAN

UVA LIBRARY

RESEARCH DATA SERVICES AND SCIENCES

Introduction

This two-part series will explore using UVaCollab for research collaborations.

In the first session, we will discuss research collaboration, and how to use UVaCollab as a research site for a lab, or an individual or group project. We will discuss what tools are available, and how they can be used for research. We will create our basic Research site.

In the second session, we will complete our UVaCollab research site by adding the components you want, select the appropriate options, and add participants. We will create and link several sub-sites and discuss their possible uses.

All participants will have access to the completed site as a sandbox and reference for creating research sites of their own. There will be a Q&A at the end of the session for your questions and suggestions.

Introduction

UVACollab is the University of Virginia's central online environment for teaching, learning, collaboration, and research.

If you have ever taught or attended a class at the University of Virginia, you have probably worked with Collab. You may never have considered using it for anything other than teaching, or document storage for a committee or project.

UVACollab partners with faculty, staff, and students in the work that sustains the Academical Village—engaging in interactive discussions, joining virtual meetings, securely storing and sharing materials, and conducting research.

Collaborative Research

Collaborative Research is very rewarding, but the implementation of an effective collaboration system can be difficult and time consuming.

Researchers want to spend their time doing research, not dealing with the issues of data access, data management, data security, and keeping track of colleagues and graduate students, as well as the project itself.

What are some of the common problems you are likely to encounter when conducting collaborative research? Multiple colleagues -- within and outside of UVA; file transfer issues -- too big to email, image and video files; data security issues – safe sending using email, placing in the “cloud”, snail mail; thumb drives; IRB requirements; documenting research – lab notebooks.

What is Collaboration?

Wikipedia says Collaboration is working with each other to do a task and to achieve shared goals. It is a recursive process where two or more people or organizations work together to realize shared goals, (this is more than the intersection of common goals seen in co-operative ventures, but a deep, collective, determination to reach an identical objective — for example, an endeavor that is creative in nature—by sharing knowledge, learning and building consensus.

<http://en.wikipedia.org/wiki/Collaboration>

We have all collaborated many times in our lives, and we do it daily without thinking about it. We do it at work, at school, and at play, and we do it with our families, our friends, our colleagues, and even with strangers. So what's the big deal?

What is Collaboration?

We probably don't think about doing it in a formal manner, which is what you will need to do in a research setting. Each collaborator will have responsibilities towards the project, and toward their colleagues. Decisions must be made jointly, or roles need to be assigned at the start of the project that detail who does what and when. Who is in charge, who is listed first on published articles, who presents at conferences, who decides when the project is off-track or completed?

What is the intended outcome of the collaborative research? Who are the participants? Are they all at UvA, or are there colleagues at other institutions or organizations? Who should have access to the data and research results? What types of data will you be creating or collecting? Are there UvA policies that apply to the project? Do you want to share the research results, or the research process, or both?

Benefits of Collaboration

- ▶ sharing of knowledge, skills and techniques
- ▶ transfer of knowledge, skills and techniques
- ▶ differing viewpoints enabling cross-fertilization of ideas
- ▶ intellectual companionship
- ▶ expanding your network of research colleagues
- ▶ increased dissemination of your work
- ▶ cost and time savings

There are risks as well. Many of the above items could also be considered risks.

Considerations

- ▶ Cost
- ▶ Types of data
- ▶ Ownership of data
- ▶ Data security
- ▶ Confidentiality and IRB requirements
- ▶ Research ethics
- ▶ Funder requirements
- ▶ Uva requirements
- ▶ Functionality
- ▶ Location of collaborators

Cost and Type of Data

- ▶ 1) The **cost** of software, or of a license to use an online tool, is something you should think about and factor in to your decisions about how you intend to conduct your collaborative research. If it is being funded by another entity, such as a private or federal funder, your institution, or your lab, you probably aren't too worried about it. But if it is coming out of your own pocket, then you should definitely look at the options available.
- ▶ 2) The **type of data** you intend to collect should be considered. If you are working with very large datasets, or audio or video files, is it easier to move the files around between colleagues, or have the files reside in a single location that everyone can access? Text documents and PDF files are easier to send back and forth, but you'll need to keep track of who is working with which version. Version control and file naming are very important aspects of research data management.

Ownership of Data

- ▶ 3) Who **owns your data** is a question that appears easy to answer, but may actually not be. You may wonder why it would have any bearing on how you conduct your collaborative research.

Basically, if you are a student, and your research is not part of a funded project, and you are not going to be using 'substantial University resources', then it belongs to you. Which, in this context, means that you are the one who makes the decisions about how you conduct your research. But if you are part of a funded research project, or are receiving funding from private, federal, state or institution sources, then you may have requirements imposed on you by that entity, and they could conceivably impact the choices you make.

It is always a good idea to find out early in the process if you are the owner of your research data, and the results of your research.

Ownership of Data

- ▶ 3) Another aspect of the "who **owns the data**" question is if you are using data from other sources.

You may have paid for a license to use a specific dataset, or have received permission to use someone else's data for your research.

The permissions they grant may include stipulations about data sharing, data storage, or allowing others to access it.

Be sure to consider your needs when negotiating access rights.

Security

- ▶ 4) **Security** and confidentiality are similar considerations, but different enough to be looked at separately.

Security is about how secure your data and research actually are.

- Where do your research files reside: in the cloud, on a hard drive, on a department server, on a thumb drive, on your laptop?
- How do you control access to them? Your colleagues will need to be able to access them, and to work with them.
- Do you want to play gatekeeper and manage your research files actively whenever a colleague needs one, or do you want to share all of it with everyone 24/7/365, or just specific folders or files with those who need them?

Confidentiality

- ▶ 5) **Confidentiality**, and IRB requirements, are more about the type of content that your data and files contain than security.

If your research involves human subjects, either directly or indirectly, then you probably have additional requirements that stipulate how you collaborate with other researchers, how you handle and safeguard your data, how you protect the confidentiality of your research participants. You will have legal requirements, such as those imposed by FERPA, COPPA, and HIPAA.

Confidentiality can also refer to relationships you have with funders, often private or industry. **Confidentiality Agreements** are legally binding agreements that may limit or even prohibit some oral or written communications with people who are external to your research environment, and impose specific requirements for working with collaborators and colleagues.

Research ethics, Funder & Institution requirements

- ▶ 6) **Research ethics** are about how you conduct your research. The ethical and truthful collection of accurate data, the ownership and responsibility for the collected data, keeping and preserving collected data by ensuring that it is stored safely and securely, and how you share collected data with colleagues or others.
- ▶ 7) **Funder requirements** have been mentioned throughout this section, so I won't repeat the issues here.
- ▶ 8) **Institution requirements** are concerns such as data security, information security, information policy, records management, dealing with highly sensitive data, copyright and intellectual property policies, and data classifications.

Functionality

- ▶ 9) **Functionality** refers to how you like to work, and what you expect your collaborative management system to do for your research project.

Do you want to be able to collaborate on documents in real-time, or is emailing them back-and-forth sufficient for your needs?

Will you need to be able to access your data from any device, and any location, or just from your office?

Do you want to be able to chat with colleagues, video conference with them, brainstorm with them on a whiteboard or a mindmap?

How many different programs are you willing to work with to get the functionality you're looking for?

Location of Collaborators

- ▶ 10) The location of your research collaborators is one of the most important considerations.

When selecting your tools, keep in mind the needs of your colleagues.

If they here at UVA then it will be easier because you will have similar internet access situations.

If they are at other American institutions, they will probably be familiar with the tools you are considering using.

If they are overseas, they may have access restrictions and associated costs that you won't have to deal with.

If you can 'host' your collaborative management system for them, then all they will have to deal with is access.

Tools for Research

UVaCollab includes three levels of features and tools. Some of them are course oriented, some collaboration oriented, and a few that can serve both uses. I've bolded the ones that are of interest for research.

- ▶ Built-in: **Overview, Announcements**, Anonymous Feedback, Assignments, **Calendar, Chat Room**, Course Evaluations, Discussion and Private Messages (to be retired 1/6/19), **File Drop, Forums, Lessons, Messages**, Polls, **Resources**, Roster, **Sign-Up, Site Info**, Syllabus, Tests & Quizzes, **Web Content**, and a **Wiki**.
- ▶ Third-Party: **Blackboard Collaborate LTI, Panopto, Piazza**, and i>Clicker.
- ▶ SHANTI: **NowComment, Wiki (Confluence), Kaltura Media Gallery**, and **WordPress**.

Everyone at UVa has access to UVaCollab. Everyone can create a site. Everyone can join public sites. Login is via NetBadge.

My Home Screen

UVACOLLAB

My Sites | William

Home | Council History | SRAP | Old Employee Councils | eMarketer resources | Accessibility | RDS SP Lists | Gap and Nike | COMM ICE Course Guide | DMCG Archive | Research Data Management

Overview

- Account
- My Announcements
- Membership
- Preferences
- Profile
- My Resources
- My Calendar
- Wiki
- Worksite Setup
- Search
- My Media
- Help

My House [Edit] [Help]

Create Your Own Collaboration and Course Sites

Members of the UVa community may create new *collaboration* and *course* sites as follows:

1. Click on **Worksite Setup** in the My Workspace menu (at left).
2. Click the **New** link at the top of the Worksite Setup screen.
3. Follow the prompts on each screen to complete site setup.

Message Of The Day [Help] [Options]

Hoo Knew? Tips for Student Success in UVaCollab

Taking an online exam?

How do I submit an assessment? includes steps to navigate an assessment and tips for answering specific question types. Be sure to review and follow the **Essential Tips for Taking Online Tests** as part of your exam preparation to ensure the best possible experience when taking and submitting online assessments in UVaCollab!

Do You Have a Tip or Question?

Submit your tips or ask a question for an upcoming **Hoo Knew?** announcement! Look for weekly **Hoo Knew?** updates every **Tuesday**.

Need Help?

Contact collab-support@virginia.edu for personal assistance with your question or issue, or check out the online **Help** - it's chock full of how-to's on just about everything in UVaCollab. Also see **Hoo Knew? featured links to Help articles**.

Message Center Notifications [Help]

New Messages	New in Forums	Site
none	none	Council History
none	none	SRAP
none	none	Old Employee Councils
none	none	Accessibility
none	none	RDS SP Lists
none	none	COMM ICE Course Guide
none	none	Research Data Management
none	none	UVaCollab Research Tools
none	none	My Lab Notebook
none	none	Executive Committee
none	none	UVaCollab Demo 4 Jeff
none	none	UDL @ UVA
none	none	Staff Senate
none	none	Assistive Tech
none	none	Environmental Scan

Recent Announcements [Help] [Options]

Creating a site on UVaCollab

My Home Screen

UVACOLLAB

Home Council History ▾ SRAP ▾ Old Employee Councils ▾ eMarketer resources ▾ Accessibility ▾ RDS SP Lists ▾ Gap and Nike ▾ COMM ICE Course Guide ▾ DMCG Archive ▾ Research Data Management ▾

Overview

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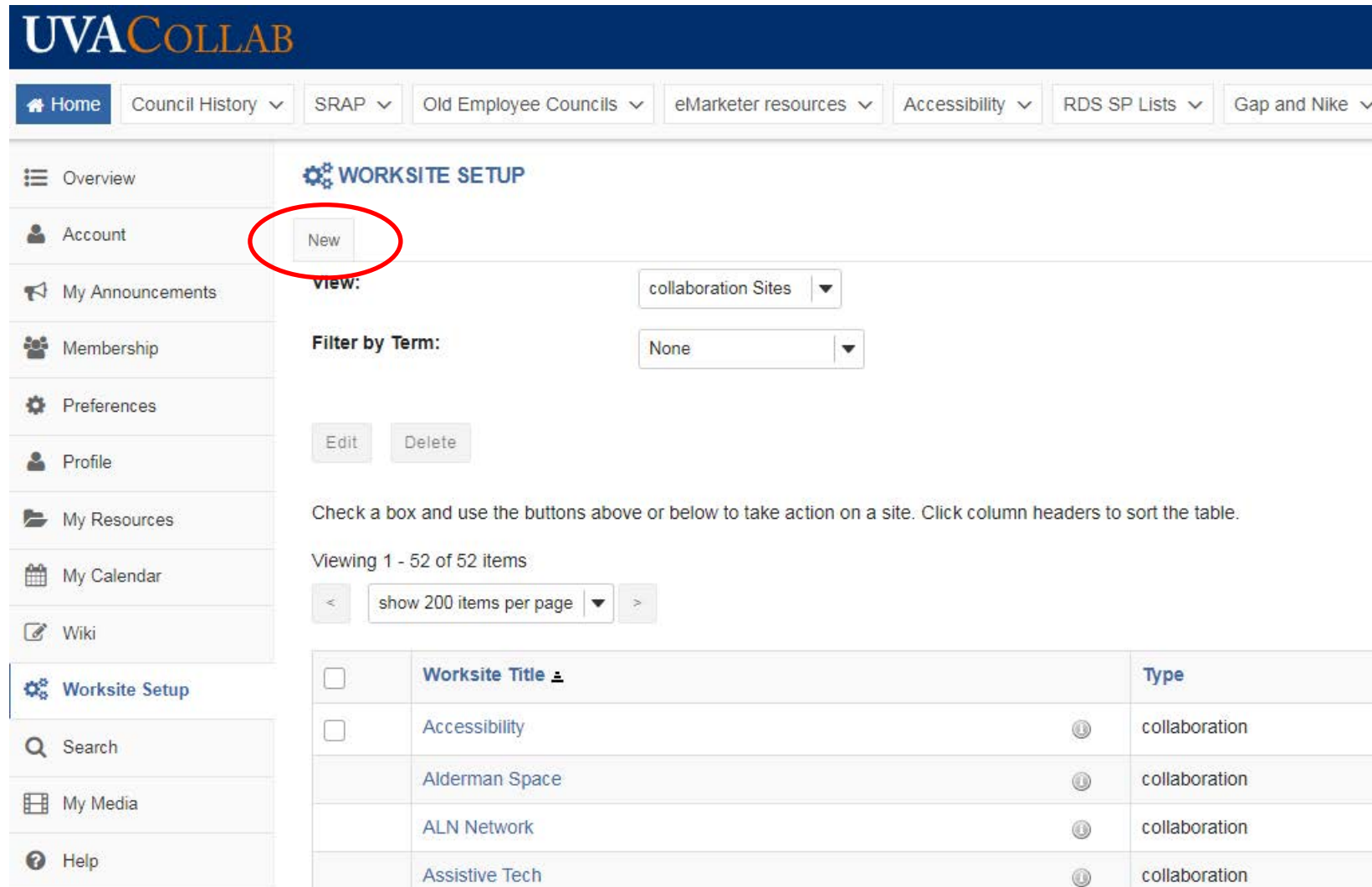
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none	none	Staff Senate
none	none	Assistive Tech
none	none	Environmental Scan

Recent Announcements [Help] [Options]

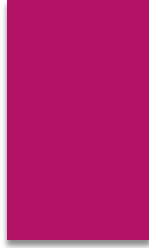
The Worksite Setup page lists your sites. Ones you own (created) and ones you belong to. You can filter by type.



The screenshot shows the UVA Collab Worksite Setup page. The left sidebar contains navigation options: Overview, Account, My Announcements, Membership, Preferences, Profile, My Resources, My Calendar, Wiki, Worksite Setup (selected), Search, My Media, and Help. The main content area is titled 'WORKSITE SETUP' and features a 'New' button circled in red. Below this are filters for 'view:' (set to 'collaboration Sites') and 'Filter by Term:' (set to 'None'). There are 'Edit' and 'Delete' buttons. A message states: 'Check a box and use the buttons above or below to take action on a site. Click column headers to sort the table.' Below this, it says 'Viewing 1 - 52 of 52 items' and 'show 200 items per page'. A table lists the following worksites:

<input type="checkbox"/>	Worksite Title <small>⌵</small>	Type
<input type="checkbox"/>	Accessibility <small>ⓘ</small>	collaboration
	Alderman Space <small>ⓘ</small>	collaboration
	ALN Network <small>ⓘ</small>	collaboration
	Assistive Tech <small>ⓘ</small>	collaboration

The Create Site page offers 2 types of sites: Collaboration and Course. Chose to build your own or create from a template.



UVA COLLAB My Sites William

Home Council History ▾ SRAP ▾ Old Employee Councils ▾ eMarketer resources ▾ Accessibility ▾ RDS SP Lists ▾ Gap and Nike ▾ COMM ICE Course Guide ▾ DMCG Archive ▾ Research Data Management ▾

Overview

Account

My Announcements

Membership

Preferences

Profile

My Resources

My Calendar

Wiki

Worksite Setup

Search

My Media

Help

WORKSITE SETUP

Create Site

Choose the type of site you want to create below. Only instructors may create course sites with official course rosters. Anyone at UVa (faculty, students, staff) may create collaboration sites, useful for projects, committees, workgroups, research, etc., or course sites without official course rosters.

Build your own site

A Build-Your-Own site lets you choose individual site tools and functions to include in your new site.

Create site from template

A Template-based site comes pre-loaded with essential tools and functions. Please note, you can add or remove tools once created.

Collaboration

Basic

The Basic Collaboration Site Template

The **Basic** collaboration site template is designed for groups and comes with basic features for communicating with site participants, sharing, organizing, and archiving documents, and conducting online discussions.

Want to use other tools in your site? Use **Site Info > Edit Tools** to add or remove tools after creating your site.

Check out the **Template Help** in your new site for more tips on setting up and using features in your site!

Learn more about site templates in [UVA Collab](#).

Course

You can add or remove tools from either type of site at any time.

Create site from template Cancel

The Basic Collaboration site

UVA COLLAB

Home Council History SRAP Old Employee Councils eMarketer resources Accessibility RDS SP Lists Gap and Nike COMM ICE Course Guide DMCG Archive Research Data Manag

Overview
Account
My Announcements
Membership
Preferences
Profile
My Resources
My Calendar
Wiki
Worksite Setup
Search
My Media
Help

WORKSITE SETUP

Site Information

Enter information about your site.

* Site Title (limit 25 characters)

Site Language

User Language (default)
Basque [eu] Basque
català - Espanya [ca_ES] Catalan - Spain
Deutsch - Deutschland [de_DE] German - Germany
English - Australia [en_AU] English - Australia
English - New Zealand [en_NZ] English - New Zealand

Description (displayed on the site's home page)

Source

Rich text editor toolbar: Bold, Italic, Underline, Strikethrough, Bulleted list, Numbered list, Indent, Outdent, Undo, Redo, Link, Unlink, Image, Table, Table of contents, Smiley, Omega, Spell check, Print.

Ctrl+Right-Click to access the editor's context menu

Short Description (displayed in publicly viewable list of sites. Max 80 characters)

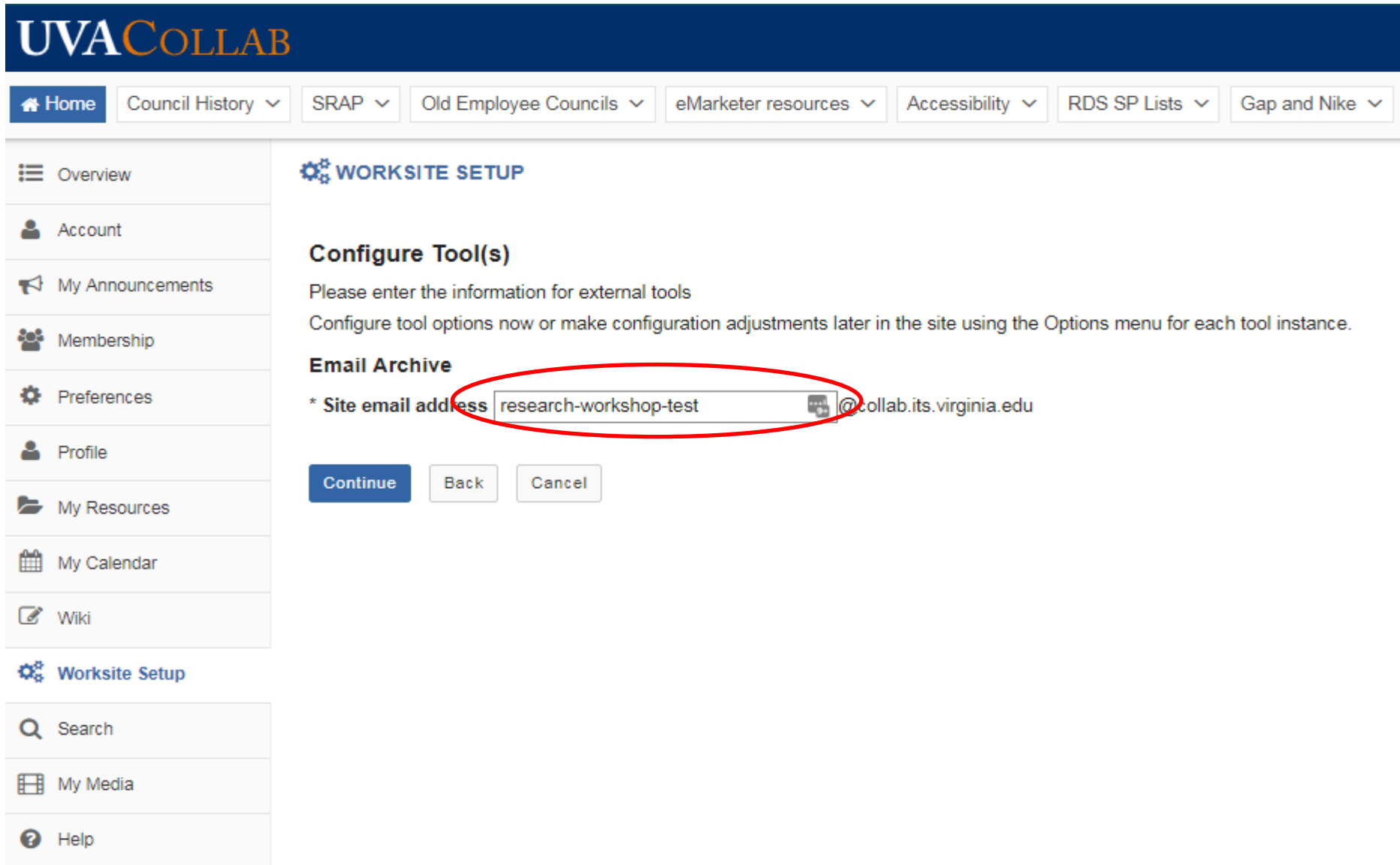
Icon URL

* Site Contact Name

Site Contact Email

Continue Back Cancel

The Basic Collaboration site



UVA COLLAB

Home Council History ▾ SRAP ▾ Old Employee Councils ▾ eMarketer resources ▾ Accessibility ▾ RDS SP Lists ▾ Gap and Nike ▾

- Overview
- Account
- My Announcements
- Membership
- Preferences
- Profile
- My Resources
- My Calendar
- Wiki
- Worksite Setup**
- Search
- My Media
- Help

WORKSITE SETUP

Configure Tool(s)

Please enter the information for external tools
Configure tool options now or make configuration adjustments later in the site using the Options menu for each tool instance.

Email Archive

* Site email address @collab.its.virginia.edu

[Continue](#) [Back](#) [Cancel](#)

Your Basic Collaboration site

UVA COLLAB My Sites | William

Home **Research Workshop Test** Council History SRAP Old Employee Councils eMarketer resources Accessibility RDS SP Lists Gap and Nike COMM ICE Course Guide DMCG Archive

Template Help **TEMPLATE HELP** Edit Help

- Overview
- Announcements
- Forums
- Resources
- Site Email
- Site Info**
- Help

Basic Collaboration Template Help

Creating a collaboration site with the *Basic* collaboration site template provides you with essential tools for project teams, research groups, committees, or other collaborative group.

Site Template Organization

- Tools:** The menu in this template contains some tools that are visible to all members of your site.
 - You may modify the tools available in your site using [Site Info > Manage Tools](#).
 - You can change the order and visibility of tools in your site using [Site Info > Tool Order](#).
- Help:** Almost every tool in UVACollab has a Help button associated with it.

Setup Steps in Brief

- Fill out a description of your site on the *Overview* page (optional).
- Add or remove tools as needed ([Site Info > Manage Tools](#)).
- Upload files (in *Resources*) and set up activities (such as *Forums* discussions) for your collaboration site. Refer to these Help links for more information on using basic tools in your site:
 - Announcements* - for posting announcement notifications to your Home page.
 - Forums* - for conducting online discussions/reviews.
 - Resources* - for uploading and sharing files.
 - Site Email* - for sending and archiving email to site participants.
 - Site Info* - for managing your site.

For additional help, please contact collab-support@virginia.edu.

Site Info

- Template Help
- Overview
- Announcements
- Forums
- Resources
- Site Email
- Site Info**
- Help

SITE INFO

- Edit Site Information
- Manage Tools
- Tool Order
- Add Participants
- Manage Groups
- Link to Parent Site
- Manage Access
- Duplicate Site
- Import from Site
- User Audit Log

Research Workshop Test

Site URL	https://collab.its.virginia.edu/portal/site/fe793ab3-b860-41fb-8bba-8016fcb95c25
Site contact and email	William Corey, wtc2h@virginia.edu
Available to	Site participants only
Modification date	Oct 17, 2018 12:15 pm
Modified by	Corey, William
Display in Site Browser	No (Tell me more...)
Creation date	Oct 17, 2018 12:15 pm
LaTeX	Disabled
Lessons subpage navigation	Enabled for the site

Research Workshop Test Participant List (# 1)

Viewing 1 - 1 of 1 items

< < show 200 items per page > >

Printable Version

Name	Role	Status
Corey, William (wtc2h)	Owner	Active

Update Participants

Last updated Oct 17, 2018 12:15 PM EDT

Role Descriptions

- Administrator**
functions as a designate owner for a worksite with most of the permissions of an owner. Administrators cannot delete a worksite.
- Member**
comprises general members of a worksite with default permissions in most tools to add/revise items and delete their own entries.
- Observer**
a read-only participant whose permissions are limited to viewing content in the various worksite tools.
- Owner**
default role for the creator of a worksite with full access to manage and delete the site.

Adding Tools to Your Site

Template Help

Overview

Announcements

Forums

Resources

Site Email

Site Info

Help

SITE INFO

Edit Site Information **Manage Tools** Tool Order Add Participants Manage Groups Link to Parent Site Manage Access Duplicate Site Import from Site User Audit Log

Research Workshop Test

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Site contact and email William Corey, wtc2h@virginia.edu

Available to Site participants only

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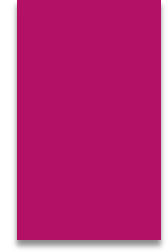
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default role for the creator of a worksite with full access to manage and delete the site.

Adding Tools to Your Site

The blue check marks indicate tools you already have.



Choose tools to include on your site...

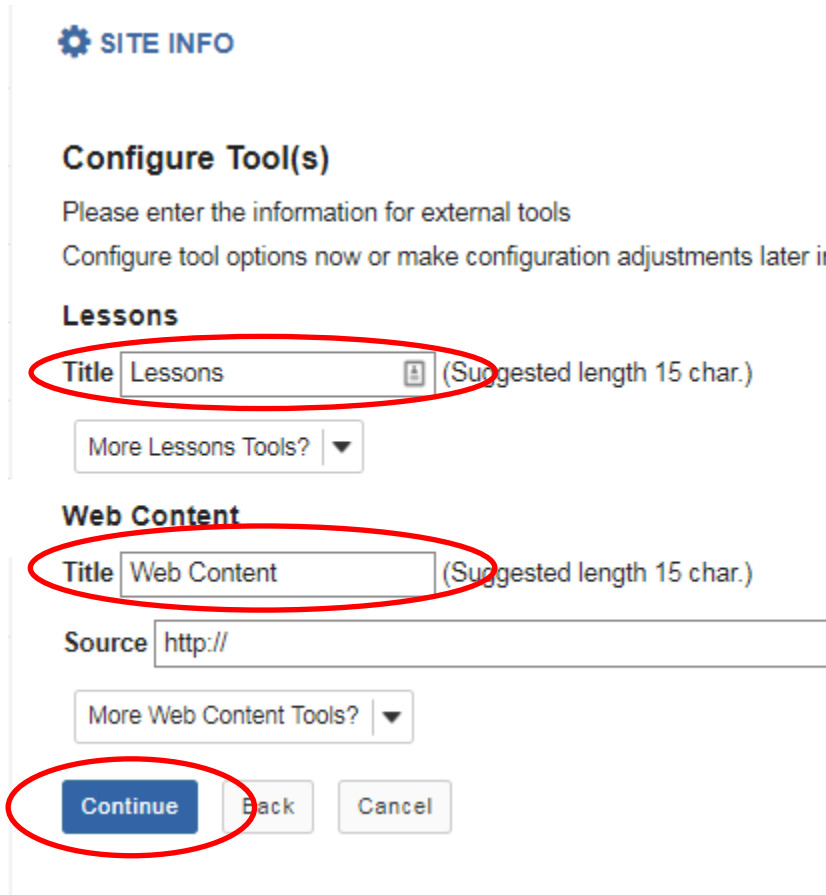
General 7

- Overview (formerly Home)
The top-level page in your site that can display information about the site's purpose as well as synoptic views of recent announcements, discussions, and calendar items
- Announcements
Post current, time-critical information to all site participants or to groups within a site
- Anonymous Feedback
Allows site participants to post anonymous feedback to owners/instructors of a site
- Assignments
Schedule, submit, and grade online assignments, including group-scoped and peer-review course work
- Blackboard Collaborate
Create and join online real-time web conferencing sessions
- Calendar
Post important dates, such as events, assignment open and due dates, assessment dates, etc.
- Chat Room
For real-time online text-based conversations
- Confluence Wiki
A feature-rich wiki for rapid and collaborative website creation
- File Drop (formerly Drop Box)
Private file sharing between instructors and individual students in a site
- Forums
Conduct unlimited discussions (integrated with other tools such as Lessons, Gradebook, and Resources)
- Gradebook Classic
Input, compute, and store grade information and distribute it to students online and export final course grades to SIS
- iClicker
Allows students to record their clicker number for use with iClicker software in technology-supported classrooms
- Lessons
For creating learning modules of content and activities structured for delivery to students
- Media Gallery
For creating a media gallery using uploaded video, audio, and image content
- Messages
Allows users to send and receive private messages to other site participants

- NowComment
A 3rd-party online document and media annotation and discussion service
- Panopto
A 3rd-party tool for viewing recorded lecture captures
- Piazza
A 3rd-party tool for wiki-style Q&A
- Polls
For anonymous polling or voting
- Post'Em
Allows uploading .csv spreadsheet files to display feedback (e.g., comments, grades) to students
- Resources
For uploading files, posting URLs to other websites, authoring HTML pages, to share with participants in a site
- Roster
Displays a comprehensive list of site participants, including their names, user IDs, email addresses, roles, and photos
- Sign-up
Allows site participants to sign up for office hours, meetings, review sessions, and other events
- Site Email
Create an email address for your site that can distribute messages to all active site participants
- Site Info
Provides features to customize and manage sites
- Syllabus
Post single or multiple course syllabus items (with SIS integration)
- Tests & Quizzes
Create online assessments (i.e., tests, exams, quizzes, and surveys) for delivery via a web interface
- Web Content
Create a link to a web site in the Tool Menu of the site
- Template Help
(source = /access/content/group/b0ed2e05-82b7-42d0-9684-6ca47fb08f10/Basic/collaboration/index.html)
- Wiki
Develop collaborative documents
- WordPress
For easy creation of blogs and web sites

Adding Tools to Your Site

Some types of content require additional information



SITE INFO

Configure Tool(s)

Please enter the information for external tools
Configure tool options now or make configuration adjustments later in the site using the Options menu for each tool instance.

Lessons

Title Lessons (Suggested length 15 char.)

More Lessons Tools? ▾

Web Content

Title Web Content (Suggested length 15 char.)

Source http://

More Web Content Tools? ▾

Continue Back Cancel

Adding Tools to Your Site

Confirmation

SITE INFO

Confirming site tools edits for **Research Workshop Test**

You have selected the following for your site (added tools highlighted):

Overview

Announcements

Forums

Lessons

Resources

Calendar

Site Email : research-workshop-test@collab.its.virginia.edu

Site Info

Research Data Servic (<https://data.library.virginia.edu/>)

Confluence Wiki

WordPress

Media Gallery

Template Help (/access/content/group/b0ed2e05-82b7-42d0-9684-6ca47fb08f10/Basic/collaboration/index.html)

RDS SharePoint (<https://myuva.sharepoint.com/sites/rds/SitePages/Home.aspx>)

Login Links (https://virginia.service-now.com/its?id=itsweb_kb_article&sys_id=90022971dbd5d3804f32fb671d9619bc)

You have enabled the Lessons subpage navigation for this site.

Finish

Back

Cancel

Your Updated Site

- Template Help
- Overview
- Announcements
- Forums
- Resources
- Site Email
- Site Info
- Lessons
- Calendar
- Research Data Service
- Confluence Wiki
- WordPress
- Media Gallery
- RDS SharePoint
- Login Links
- Help

Site Information Display

Research Workshop Test

Edit Help

Recent Announcements

(viewing announcements from the last 10 days)

There are currently no announcements at this location.

Help Options

Calendar

October 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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Help



Thanks for attending!

This presentation has a companion UVaCollab site. If you would like access to that site please contact me at wtc2h@Virginia.edu and include "UCRC workshop Collab site" in the Subject line. The site can be used as a sandbox to test tools and learn to work with UVaCollab. It includes the content from this presentation.

Part II of this workshop will focus on the tools available for research collaboration, and some additional methods for using UVaCollab.