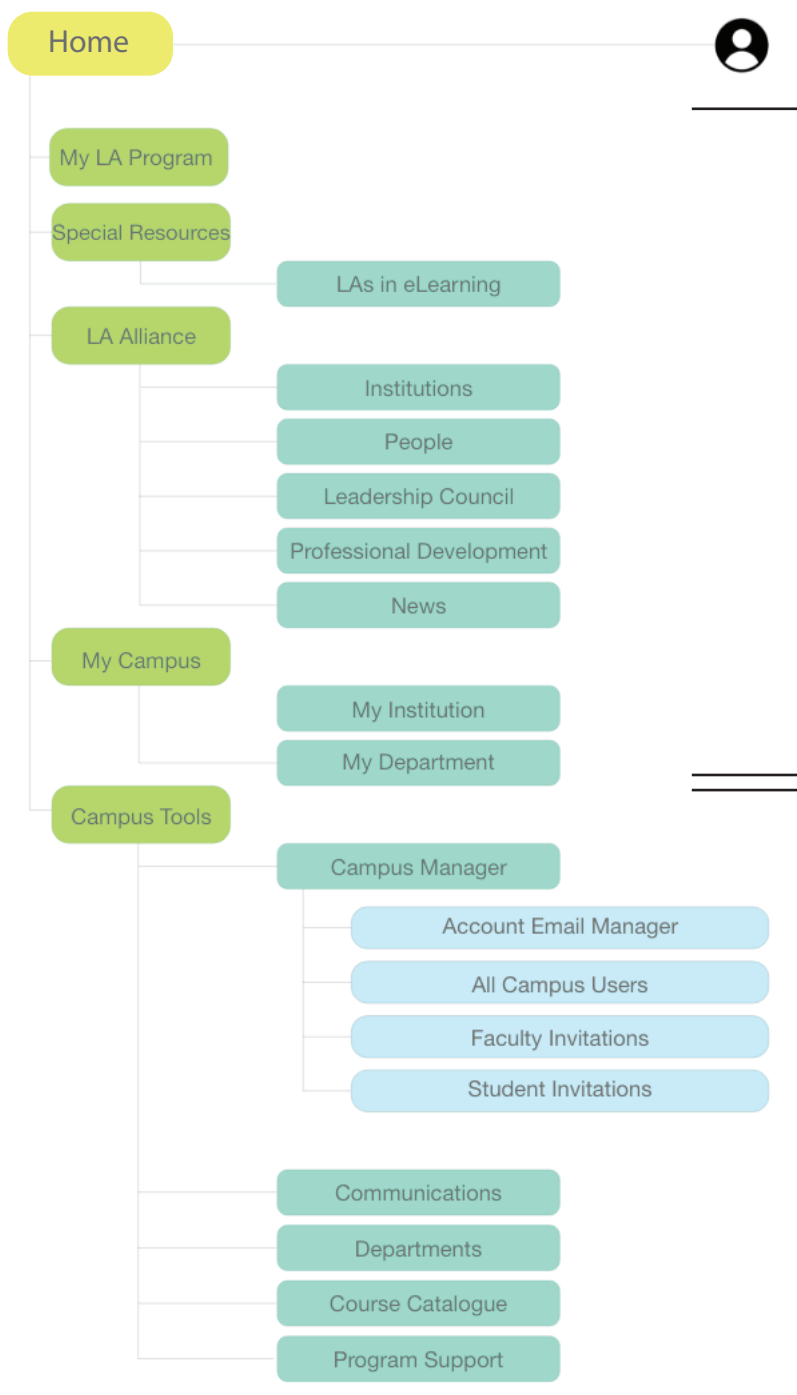




Home

LAA Website Quick Guide for Program Coordinators

Home helps you connect with other people, institutions, and LA Programs within the LA Alliance and keeps you updated with news, events, resources, and opportunities across the LA Alliance. You will also find tools and directories that help you manage your LA Program.



All verified faculty, staff, Department Coordinators and Program Coordinators have access to directories and resources to connect, get involved, and learn.

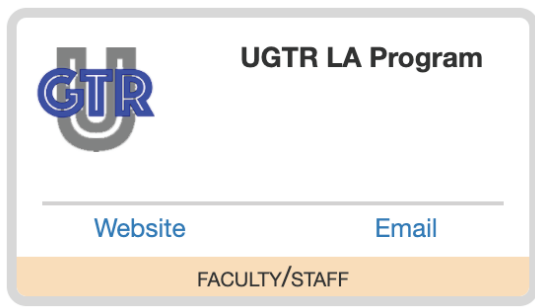
Program Coordinators have access to additional tools to help keep their institution, department, and LA Program profiles and directories organized and up to date and manage other aspects of their LA programs.

Account Setup

Manage your roles and affiliations to customize your engagement with Hub and other LAA applications

Role:

Customize your engagement with Home according to your role



Users of LAA software are assigned one of four roles:

Program Coordinator (PC)
Department Coordinator (DC)
Faculty/Staff
Student

Your current LAA software role is displayed in the top-left corner, along with your institution and your LA Program.

Your role determines your settings and access privileges across all LAA software, including Home, LA Campus, LA Resources and LASSO. In Home, Faculty/Staff or Students do not have access to the tools and directories found under 'Campus Tools'.

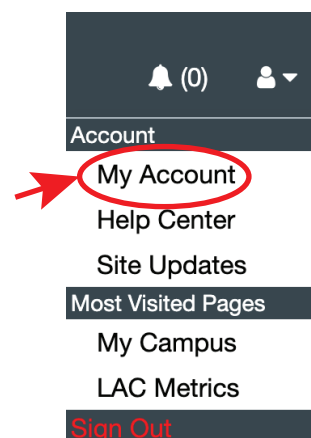
Users can request additional roles via their Profile page.

Affiliation:

Access aggregated information on all users affiliated with your institution.

Select the name of your institution or your department under "My Campus" to view departments, contact information, roles, positions and status.

Edit your details regarding your affiliation, such as your position, department or institution via your "My Account" page. Access your Account via the icon on the top right.



Profiles

Provide an outline of your identity and set your user preferences

User profile:

Share your information with the LA Alliance and with other users from your LA Program

This is optional, and you can edit your information at any time.

Main: State your name and discipline(s)

Preferences: Subscribe / unsubscribe to message updates from the LA Alliance

Demographics: Optional

Affiliations: View the institution you are affiliated with and add / edit more detailed information regarding your role in your LA Program, your department(s), your position or title, as well as your contact info.

Support: Review help requests originating from users affiliated with your institution.

Terms of Use: Review or download the LA Alliance's Privacy Policy and Terms of Use.

The screenshot displays the 'My Account' page of the LA Alliance website. The main content area is titled 'My Account' and includes navigation tabs for Profile, Account, Affiliations, Preferences, Support, Demographics, and Terms of Use. The 'Affiliations' section is currently selected, showing the user's affiliation with the 'University of Great Teaching & Learning' and their classification as 'staff'. Below this, there are three sub-sections: 'Roles', 'Contacts', and 'Departments'. The 'Roles' section has a 'request role' button. The 'Contacts' section shows the user's email (Lane-Allison@ugtr.edu) and phone number (555-555-5555). The 'Departments' section shows the user is affiliated with 'Chemistry' and has a 'request role' button. A sidebar on the left contains links for 'UGTR LA Program', 'SPECIAL RESOURCES', 'LA Alliance', and 'My Campus'. A right sidebar contains links for 'Account', 'My Account', 'Help Center', 'Site Updates', 'Most Visited Pages', 'My Campus', 'LAC Metrics', and 'Sign Out'.

Note: This refers to your role in the LA Alliance website. Request roles such as Department Coordinator or Program Coordinator if you need more privileged access.

LA Program:

Share information about your LA Program with all users affiliated with your institution

Program Name: Enter the name of your program.

Status: Use the drop down menu to indicate whether your program is active, existing but currently inactive, or still in the planning stage.

Started: State when your LA Program was started. You may state an exact date or only indicate a term or a year.

Website: Provide a link to your LA Program's website.

Email: Provide your LA Program's email address. This may be different from your personal email address.

Edit the profile information by clicking on the pencil icon

The screenshot displays the UGTR LA Program profile page. The navigation bar includes links for Home, LA Campus, LA Reflections, LASSO, Documentation, Resources, and News. The main content area is titled 'University of Great Teaching & Learning' and features a 'Program Coordinators' table with entries for CHEM (Chemistry) and PHYS (Physics). On the right, there is a 'LA Program Profile' section with fields for Status (Existing/Active), Started (2004), Website, and Email. A red circle highlights a pencil icon in the top right corner of the profile section, indicating the edit function. Another red circle highlights the 'My Campus' section on the left, which lists 'University of Great Teaching & Learning' and 'Chemistry (CHEM)'.

Department:

Share information about your department with all users affiliated with your institution

Name: State your department's full name

Code / Abbreviation: Enter your department's code or abbreviation.

Disciplines: State your department's discipline(s).

Institution:

View information about your institution, such as sector, IHE classification, graduate and undergraduate enrollment.

Note: This software accesses information from the Carnegie Classification of Institutions of Higher Education (CCIHE) system.

Supporting Materials, Activities and Events

Find useful information for your programming needs

Resources:

Access materials that address the LA community's emergent needs

Special Resources: Access material that focuses on current topics and addresses the LA community's current needs as they change over time.

Leadership Council: The LA Alliance Leadership Council (LC) is the governing body of the LA Alliance, working closely with the University of Colorado Boulder to serve the larger LA Alliance membership. It represents faculty, researchers, program directors, and students from diverse institutions. Learn more about the LC's members and how to join.

Professional Development: Stay up to date on events like the LA Research Symposium, the International LA Conference, Regional LA Workshops, Site Visits, as well as offers and other current content.

News: See what's new from the LA Alliance



Directories

Search directories and create custom lists by filtering your search results

Institutions:

Directory of all institutions that have faculty/staff who are part of the LA Alliance community.

Search by institution name, or filter according to: Institutions that have an LA program; that are using LA Campus program management software; that are using LASSO online assessment tools; institution type; Institution of Higher Education (IHE) classification, Carnegie Classification Institution of Higher Educations (CCIHE)

People:

Directory of people (often, faculty/instructors/staff/administrators) that are part of the LA Alliance community. It shows names and affiliations.

My Institution:

Directories specific to your institution. As a PC, you can access and edit this information through a "Profile" icon that appears next to a user's name.

View and edit list of PCs including their name, position, email and profile

View a list of departments that expand into department affiliates, stating their names, position and email.

My Department:

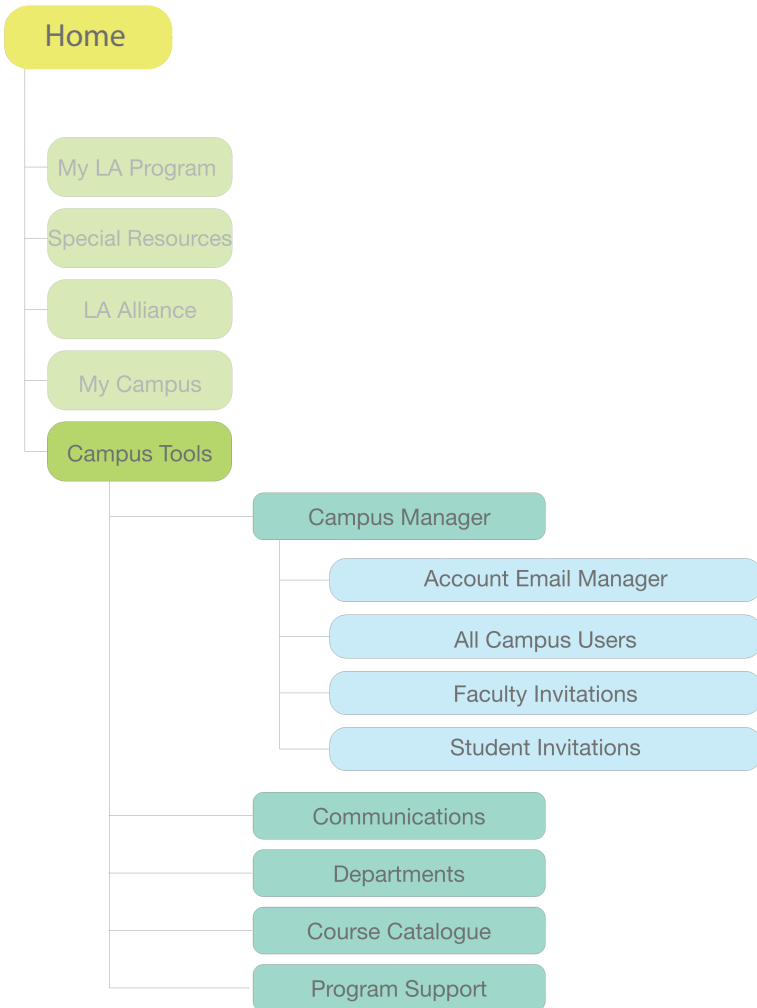
Directory specific to your department:

List of DCs including name, position, email and profile

List of all department members, including name, position, email and profile

Tools

Conduct administrative tasks to effectively manage your LA Program



Account Email Manager:

Determine which email domains users affiliated with your institution are allowed to use.

All Campus Users:

View all users that are affiliated with your institution and edit their profiles

Search by last name, or filter according to affiliation, status such as staff, student etc, and when the user account was created.

Last	First/Middle	Affiliations	Activated	OP	Status	Account Created	A	U
Alford	Jerome	University:staff of Great Teaching & Learning verified	✓		active	2020-05-18 21:39:31	2	0
Allison	Hanae	University:student of Great Teaching & Learning verified	✓		active	2020-05-18 21:39:43	2	0

Click the 'profile' icon and access this user's disciplines, affiliations, classifications, roles, contact information, department and position, and to view their support request submissions.

NOTE: Roles refer to the LA Alliance website roles that determine your user access privileges.

Profile: Jerome Alford

[Main](#) [Affiliations](#) [Support](#)

Communications:

Communicate with single users or send bulk messages to groups of users.

Communication Tool

Select user criteria:

- Department Coordinators
- Faculty
- Student

Select department criteria:

- All Departments
 - Astronomy
 - Biological Sciences
 - Biology
 - Chemistry
 - Chemistry & Biochemistry

Department Coordinators

Faculty

Students:

All Departments

Send messages directly through your linked email app, or copy email addresses to your clipboard, navigate to your email service (eg, gmail or outlook) and paste them into the address line.

Create lists or recipients according to a variety of criteria, such as ‘All Faculty’ or ‘Faculty with accounts created after (date)’.



Enhanced Feature for use with LA Campus:

Use a much wider variety of classifications to create lists from, and contact groups of users in bulk.

Communication Tool

Select user criteria:

- Department Coordinators
- Pedagogy Course Instructors
- Faculty
- Student

Select department criteria:

- All Departments
 - Anthropology
 - Applied Sciences
 - Astronomy
 - Atmospheric & Oceanic Sciences
 - Chemistry / Biochemistry
 - Computer Science
 - Cont Ed Online Learning Program
 - Ecology & Evolutionary Biology
 - Education
 - Electrical & Computer Engineering
 - Engineering Plus
 - English
 - Environmental Studies
 - Geology
 - Germanic and Slavic Languages and Literatures
 - Health Professions Residential Academic Program

Department Coordinators

Pedagogy Course Instructors

Faculty

Students:

All Departments

All Terms

- Fall 2021
- Spring
- Fall 2021
- Spring
- Fall 2021
- Fall 2021

Faculty Invitations:


Invite faculty or staff to create accounts.

They will be auto-verified and get immediate access.

Faculty Invitations

Send invitations to create accounts to staff/faculty to get them collaborating on LA Campus. You'll be notified when they are signed up and ready to begin.
Faculty/staff only – not intended to be used for student accounts.

Name	Resend	Remove
The staff invitation list is empty.		

 [Resend All](#)

Student Invitations:



Send invitations to create accounts to students.


Note: Select the 'Add one' or 'Add multiple' icon. There will be an option to draft a message template, as well as to upload a file containing one from your PC.

Student Invitations

Send invitations to create accounts to students. You'll be notified when they are signed up and ready to begin. **Student accounts only.**

Late student applications are OFF and cannot be added to an invitation at this time.

Name	Resend	Remove	Late App
Berthoud, Berta			

 [Resend All](#)

Departments:

Edit names, abbreviations and merge double listings

Access a complete directory of departments, edit names and abbreviations, merge in case of double listing and keep track of other department data.



Enhanced feature for use with LA Campus:

See which departments are prepared to hire LAs by viewing if they have Faculty Course Proposals and Faculty attached to them.

Course Catalogue:

Add courses and edit course information

Directory of courses, by department, number and course name. Add, edit or merge courses, as well as search.



Enhanced feature for use with LA Campus and / or LASSO:

See which courses are associated with LA Campus or LASSO.

Program Support:

Review support cases and trouble reports originating from users affiliated with your campus, and their status such as new, open and resolved requests.