School of Design

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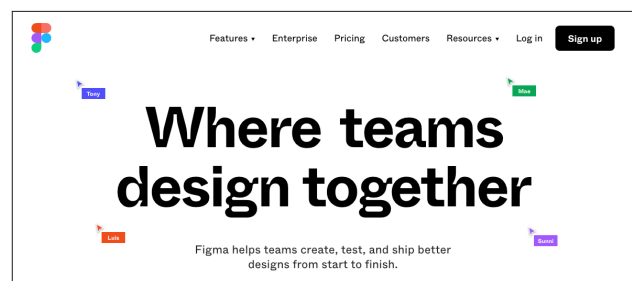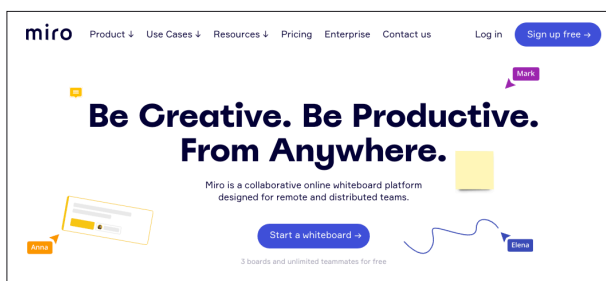**#** **1 (312) 996-2611**
@ **uic.design**
🌐 **design.uic.edu**

MURAL

1/ Set up your account

1) Go to https://www.mural.co/ and create a free trial with your EDU email address. `START NOW, FREE`
2) Go to https://www.mural.co/education and click the `APPLY NOW` button to have your free trial converted to MURAL's free education plan
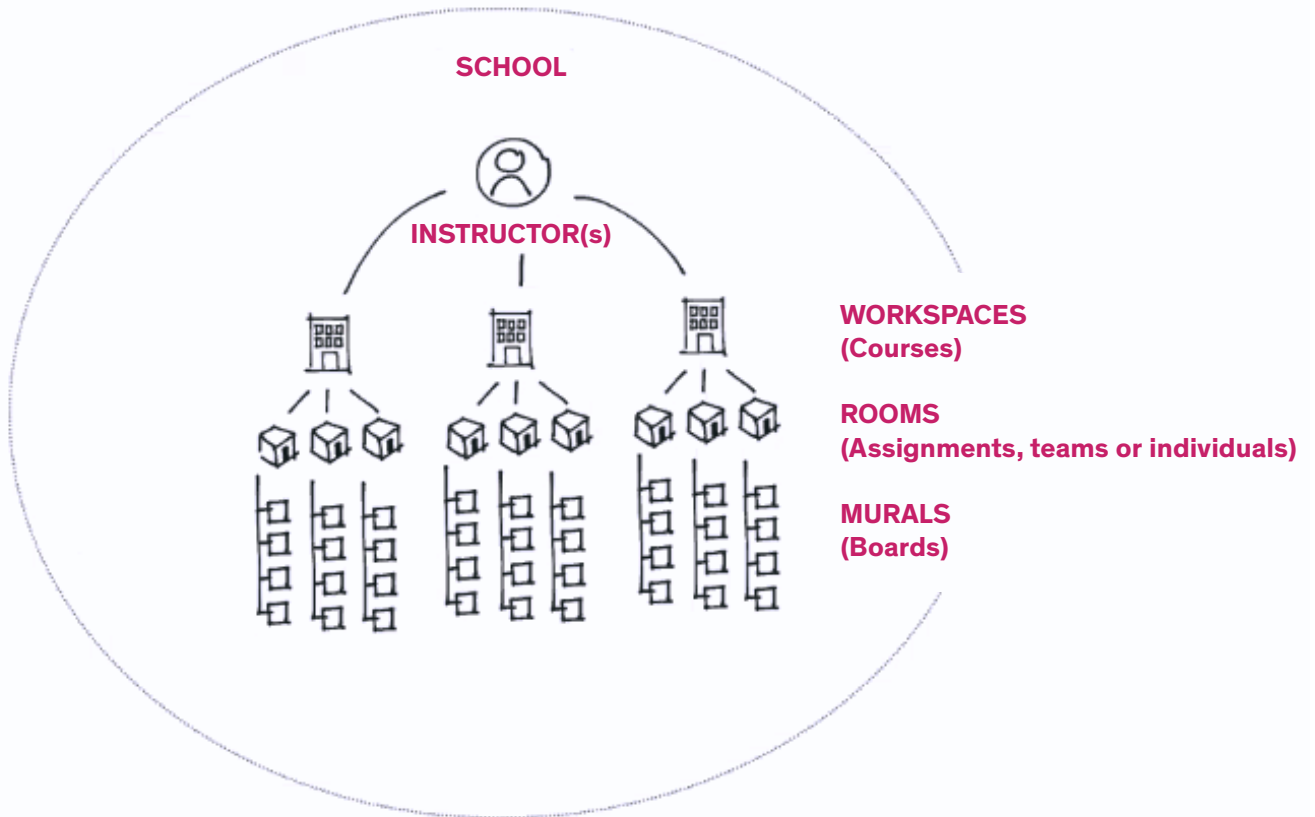
Other online collaborative tools that are similar...
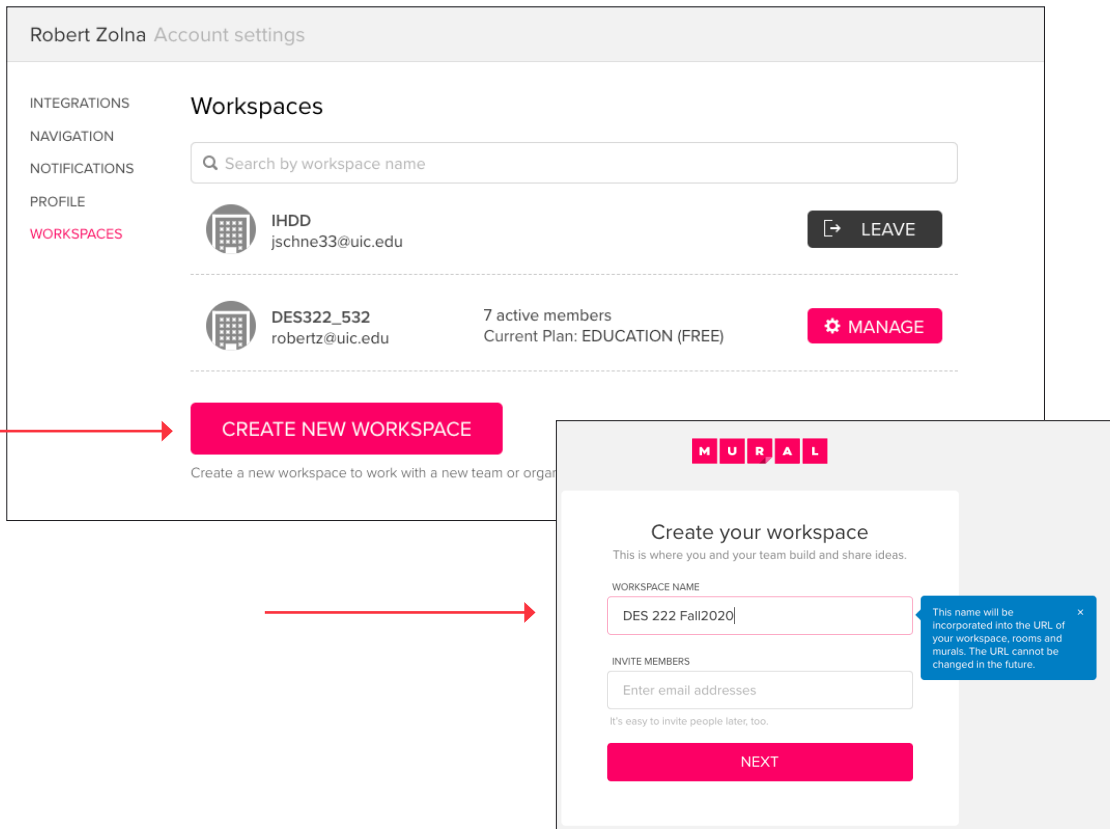
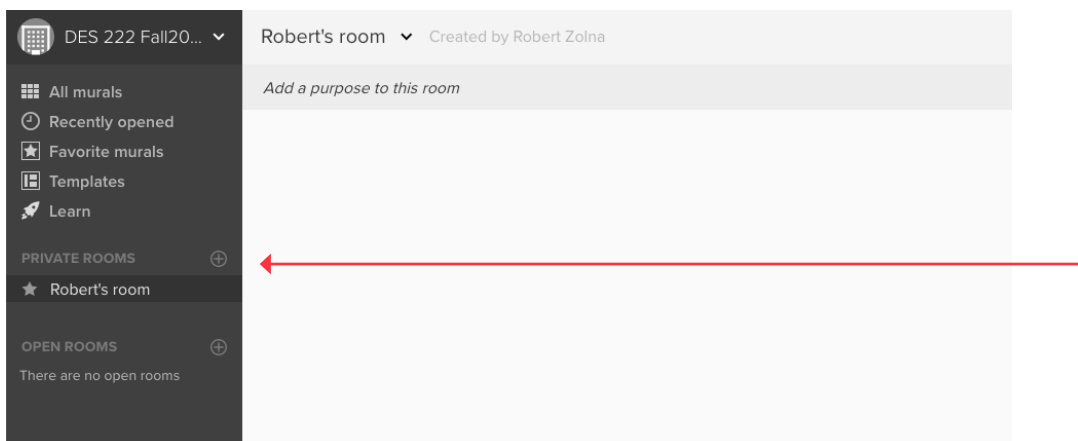**Miro**   **Figma (for UX)**

2/ Set up your course 'workspace'

Think of your course as a **workspace**. If you are teaching two courses, you'll create two workspaces. I recommend naming your workspace after your course (ie DES222 Fall2020).

Robert Zolna Account settings

INTEGRATIONS
NAVIGATION
NOTIFICATIONS
PROFILE
WORKSPACES

Workspaces

🔍 Search by workspace name

IHDD
jschne33@uic.edu

➡ LEAVE

DES322_532
robertz@uic.edu

7 active members
Current Plan: EDUCATION (FREE)

⚙ MANAGE

CREATE NEW WORKSPACE

Create a new workspace to work with a new team or organ

M U R A L

Create your workspace
This is where you and your team build and share ideas.

WORKSPACE NAME
DES 222 Fall2020

This name will be incorporated into the URL of your workspace, rooms and murals. The URL cannot be changed in the future. ×

INVITE MEMBERS
Enter email addresses
It's easy to invite people later, too.

NEXT

3/ Create ROOMS...

A **room** can be thought of as a project or assignment (or course). There should be a default PRIVATE room with your name on it already. You can use this or click the + to create a new one. OPEN rooms are a possibility as well.

DES 222 Fall20... ⌄

▦ All murals
🕑 Recently opened
★ Favorite murals
▤ Templates
🚀 Learn

PRIVATE ROOMS ⊕
★ Robert's room

OPEN ROOMS ⊕
There are no open rooms

Robert's room ⌄ Created by Robert Zolna

Add a purpose to this room

4/ Create MURALS...

Create **murals** for each student or team. Choose a 'Blank mural' template. Name it (example 'Team 1' or 'Student Name')
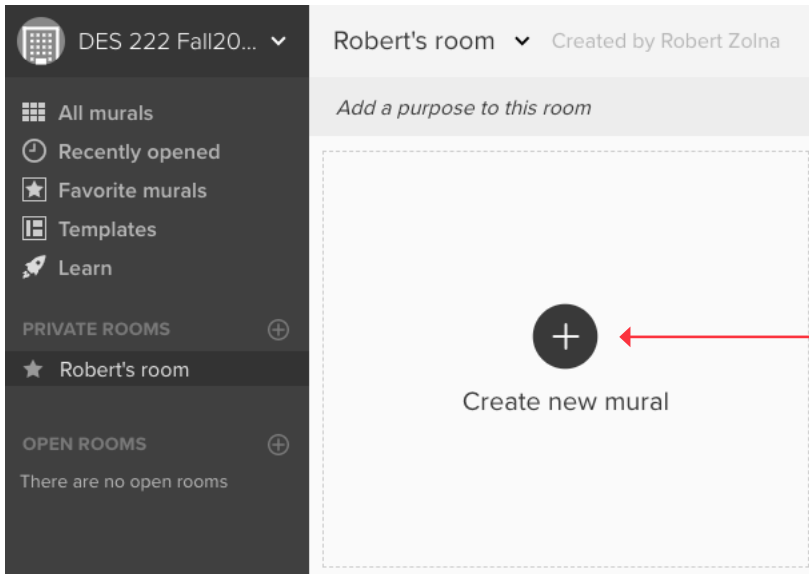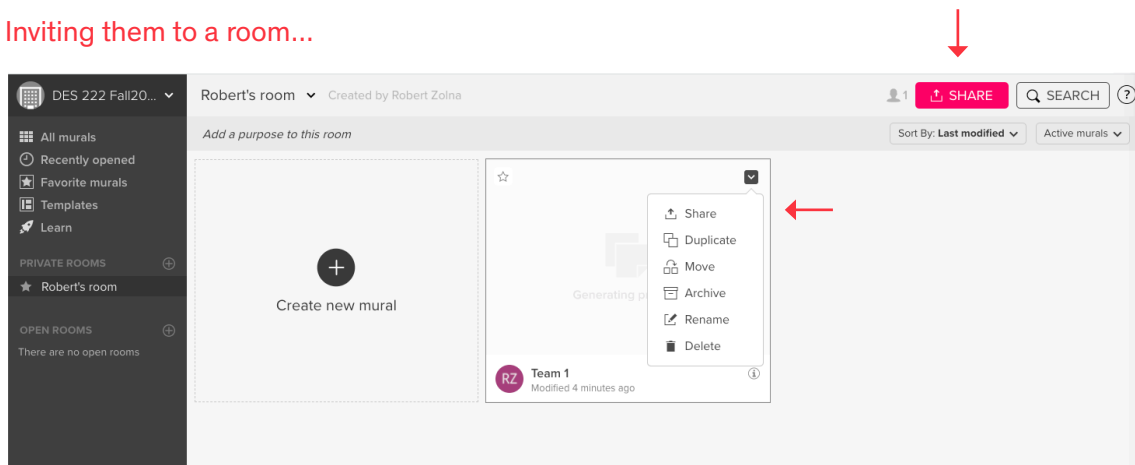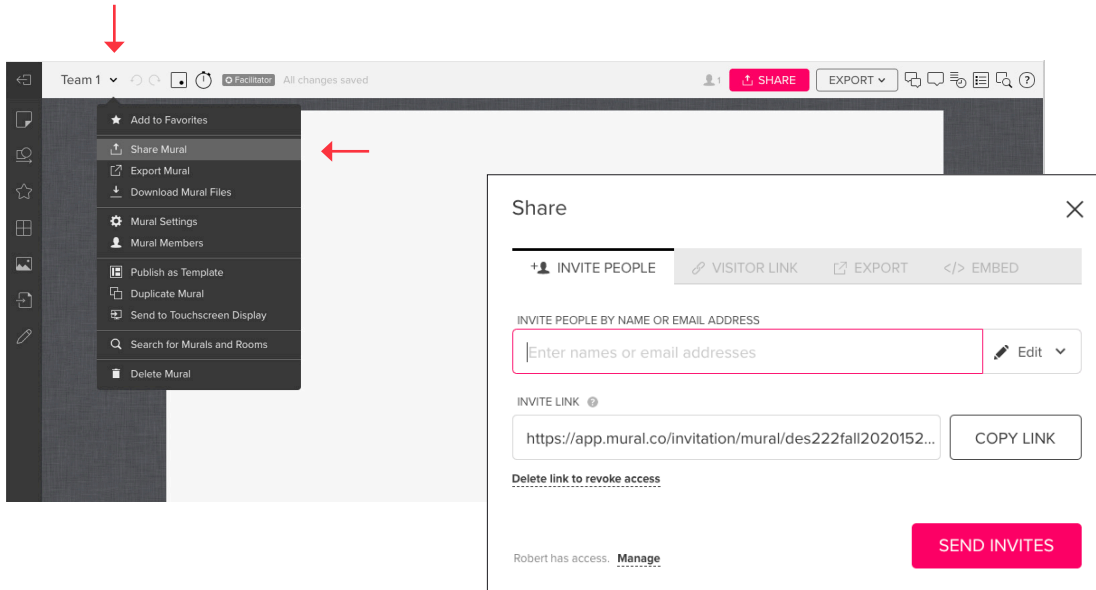

5/ Invite students

You must invite students to your workspace/course to ensure their sign up is in relation to your workspace/course - so it is likely they are getting invited to multiple workspaces. DO NOT have students sign up independent of your course.

You can invite them two ways: too your **room** or to a **mural**. Invite them using the SHARE button.

Inviting them to a room...

UIC /DESIGN

Inviting them to a mural...

6/ Manage students

The default is to invite them as **guests**. This should be fine for your course needs. Another option is as a **members** (they have moore privileges). You get 10 free members with your eduction account. If you need more contact Professor Wilkens here, she is submitting a batch request to our account rep.

	Admin	Member	Guest	Visitor
Collaborate in a mural	✓	✓	✓	✓
Be invited into Private Rooms	✓	✓	✓	✗
Be invited into Open Rooms	✓	✓	✓	✗
Access Open Rooms without an invite	✓	✓	✗	✗
Set workspace settings	✓	✗	✗	✗
Manage permissions of all users	✓	✗	✗	✗
Respond to reactivation & membership requests	✓	✗	✗	✗
Create rooms	✓	✓	✗	✗
Create murals	✓	✓	✗	✗
Publish and use templates	✓	✓	✗	✗
Personal room	✓	✓	✗	✗
Facilitation features (timer, voting force follow)	✓	✓	✗	✗
Export content	✓	✓	✗	✗

Thank you, and good luck!