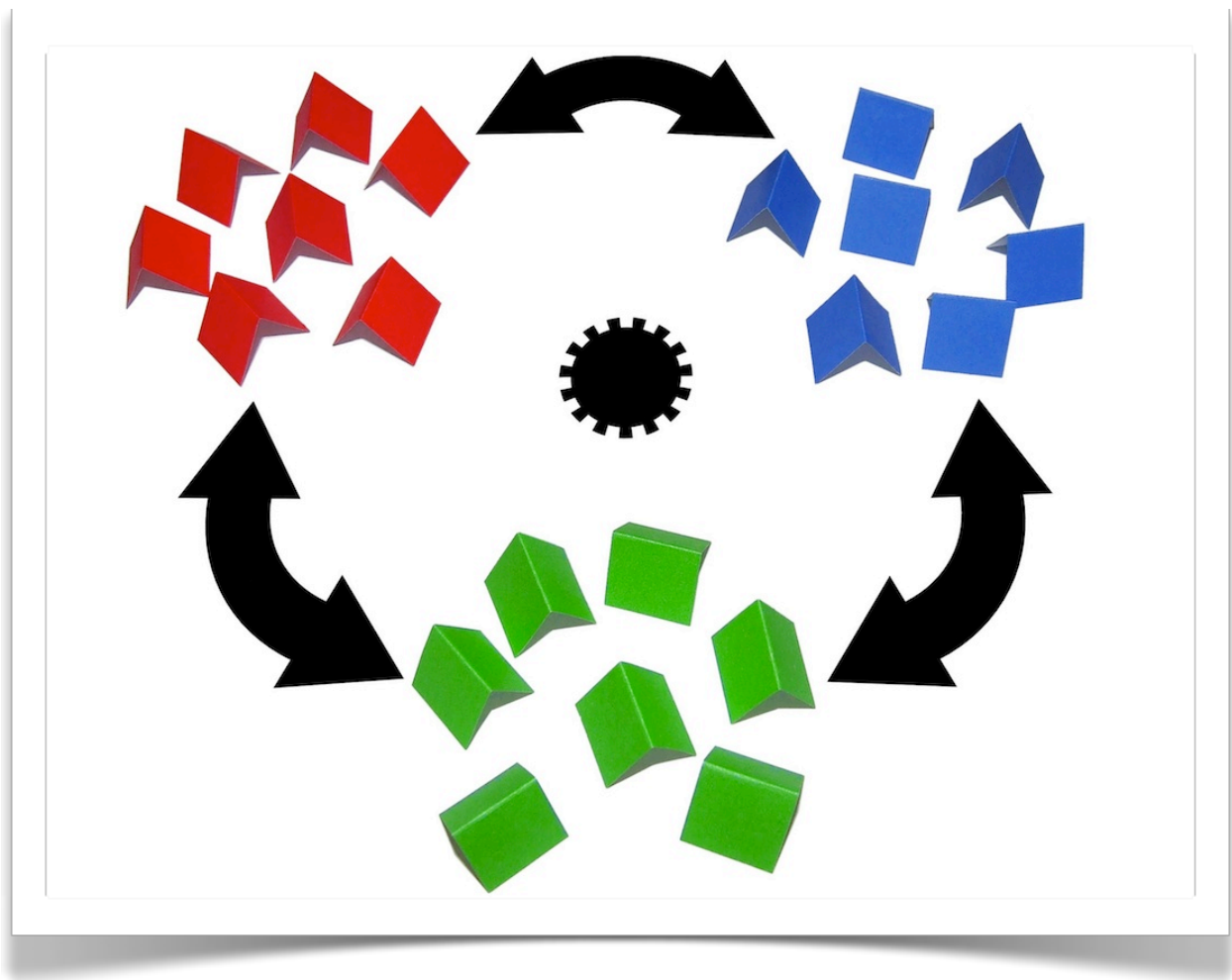


# Sakai: Discussions

*A guide to using Sakai's Discussion and Private Messages tool*



UNC-Chapel Hill

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*1st Edition*

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# Introduction

The Discussion and Private Messages tool is great for group collaboration and online discussions where students can create Topics and Messages. Instructors and students have the ability to reply to one another on the discussion board as well as create private messages. One of the greatest benefits of the Discussion and Private Messages tool is its ability to effortlessly create group Forums or Categories that control access to only those members in the group. Another feature that is common in most online forums is the potential to create a unique profile with an avatar that displays next to your messages.

## COMPARING FORUMS TO DISCUSSION AND PRIVATE MESSAGES

	<b>Forums</b>	<b>Discussion and Private Messages</b>
<b>Uses</b>	<i>Great for asynchronous conversations among the whole class that can be easily graded</i>	<i>Great for asynchronous group collaboration and communication.</i>
<b>Terminology</b>	<ul style="list-style-type: none"> <li>• Forum</li> <li>• Topic</li> <li>• Thread</li> <li>• Message</li> </ul>	<ul style="list-style-type: none"> <li>• Category</li> <li>• Forum</li> <li>• Topic</li> <li>• Message</li> </ul>
<b>Threads and order of messages</b>	Threads are ordered by when they were first created, from oldest to newest.	<i>Discussions</i> have flat threads – messages are in one reverse chronological list, replying to the topic itself. Topics are bumped up to the top of a discussion when a new message is added.
<b>Statistics</b>	Forum statistics are available for site owners to determine the participation level of individual participants.	Statistics for Discussion and Private Messages are not available.

<b>Grading</b>	<p>Messages can be assigned a point value and sent to the Gradebook with comments.</p> <ul style="list-style-type: none"> <li>• Grades are associated with a previously created Gradebook entry.</li> </ul>	<p>You can enable grading of "Categories," "Forums," or "Topics," assign point values, and give comments. However, you cannot grade specific messages, as you can in <i>Forums</i>.</p> <ul style="list-style-type: none"> <li>• A Gradebook entry is created when you enable grading for a Category, Forum, or Topic. Grades cannot be associated with a previously created Gradebook entry.</li> </ul>
<b>Groups</b>	<p>Permissions to particular Forums or Topics can be modified for predefined Groups (as well as for various site roles).</p>	<p>Site leaders can easily change Forum and Topic settings in combination with predefined Groups to allow or deny access to specific discussions per Group.</p>
<b>Attachments</b>	<p>Users can add attachments to messages.</p>	<p>Users can add attachments to messages.</p>
<b>Permissions</b>	<p>The site owner (or another participant with the appropriate role) can modify permissions of contributors, including modifying the template from which new Topics are created.</p> <ul style="list-style-type: none"> <li>• For example, you can enable participants to submit their posts to a Topic before they have permission to read the responses of others.</li> </ul>	<p>Modification of permissions is more basic than in <i>Forums</i>, and they cannot be modified based on site roles of users – participants of a particular Forum are all given the same permissions.</p>
<b>Managing</b>	<p><i>Forums</i> is more intuitive.</p>	<p><i>Discussion</i> takes more time to learn.</p>
<b>Embedding media</b>	<p>.mov, .bmp, .jpg/.jpeg, .gif, .png, .psd, .tiff, .swf, emoticons</p>	<p>Can not embed media, only display "emoticons"</p>
<b>Profile</b>	<p>Only a participant's name and user name are displayed when they post something.</p>	<p>You can add information to a discussion profile. It is independent of your Sakai profile and can include things like a signature and an avatar.</p>

## Chapter 1

# Layout

There are three main areas to the Discussion and Private Messages home page.

Section 1: Navigation within the Discussion and Private Messages

Section 2: Main content and messages

Section 3: Legend for the symbols in Discussions and Private Messages

The screenshot shows the 'Discussion and Private Messages' interface. It features a navigation menu at the top, a 'Discussion List' table, and a legend for symbols at the bottom. Three yellow callouts with numbers 1, 2, and 3 point to these respective areas.

**1** Discussion Home Search Recent Topics Member Listing Manage  
My Profile My Bookmark Private Messages Mark All As Read

You last visited on: 01/31/2012 01:03:30 PM  
The date and time now is: 01/31/2012 01:05:09 PM

**2** Discussion List

Discussions	Topics	Messages	Last Message
<b>Main</b>			
<b>Questions</b> Do you have any questions about something in this course? Use this forum to ask	0	No messages	No messages
<b>Class Discussions</b> Use this forum to participate in class discussions	0	No messages	No messages
<b>Other</b>			
<b>Student Lounge</b> Use this forum for other questions/topics amongst yourselves.	0	No messages	No messages

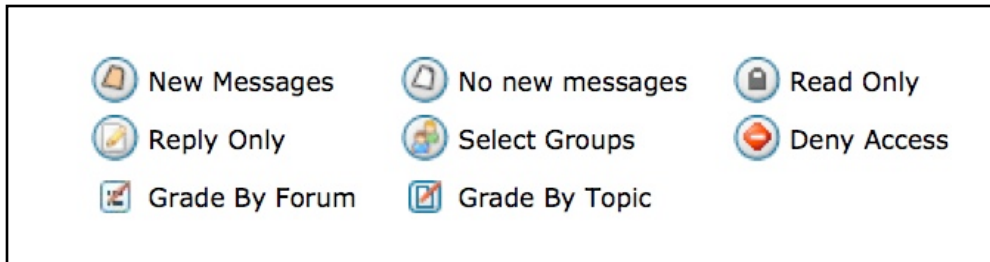
**3** New Messages No new messages Read Only  
Reply Only Select Groups Deny Access  
Grade By Forum Grade By Topic

## NAVIGATION

Discussion Home Search Recent Topics Member Listing Manage  
My Profile My Bookmark Private Messages Mark All As Read

The home page of Discussion & Private Messages is considered the "Discussion Home" area. As you navigate through your forums and topics, you can return to home from any page of the tool by click on "Discussion Home" or "Discussion List." As you click on forums, the software will build a navigation menu (breadcrumbs), showing you the path you've taken. You may also navigate in between forums by using the drop-down menu at the bottom of the Discussion forum pages. This is especially useful if you have finished reading a topic and its messages and you are at the bottom of the screen.

## LEGEND



The legend above explains the different types of icons used to highlight functionality, such as new, blocked messages, etc. Hot messages refers to messages that have had heavy dialogue and have reached the maximum number of replies to be considered hot (default is 30). Student posts are always "normal" posts. Special types of postings can only be created by instructors. They include Announce, Sticky and Reusable topics.

## Chapter 2

# Creating Discussions

For optimum performance it is very important to have a clear layout for your Discussion and Private Messages. Keep in mind what will be considered a Category, Forum, Topic, and Message. A Category is going to be a broad term comprised of multiple Forums. In most cases, the instructor will create a Topic providing instructions and expectations. The Topic can be “Sticky” so that it always displays at the top of the list. Then students reply to the Topic, which is called a Message. It is still possible for students/instructors to reply to Messages. Another thing to keep in mind is how to set up your grading. Instructors can grade at multiple levels, such as at the Category level, Forum, Topic, and individual Messages. In most cases grading occurs based on Messages, which are replies to the instructors original topic with instructions.



Categories are created by instructors. Typically they are a title that represents a theme and comprised of multiple Forums.

Forums are created by instructors. Typically they represent what students can expect from the Topics.

Topics are where instructors provide instructions for students. Students read the topic then reply-creating a Message.

Students can create Messages based on the Topic. Instructors can grade Messages.



If you want your Discussions to be for the whole class then the Category might simply be “Discussions”. If you intend on using small group discussion boards then you might have multiple Categories such as “Group 1”, “Group 2”, “Group 3”, etc. etc..

Example for whole class group discussions:

Category: Class Discussions

Forum: Introductions

Forum: Modules

Topic: Module 1

Topic: Module 2

Topic: Module 3

Forum: Reflections

Topic: Article 1

Topic: Article 2

Topic: Article 3

Example for small group discussions:

Category: Group 1

Forum: Modules

Topic: Module 1

Topic: Module 2

Topic: Module 3

Forum: Reflections

Topic: Article 1

Topic: Article 2

Topic: Article 3

Category: Group 2

Forum: Modules

Topic: Module 1

Topic: Module 2

Topic: Module 3

Forum: Reflections

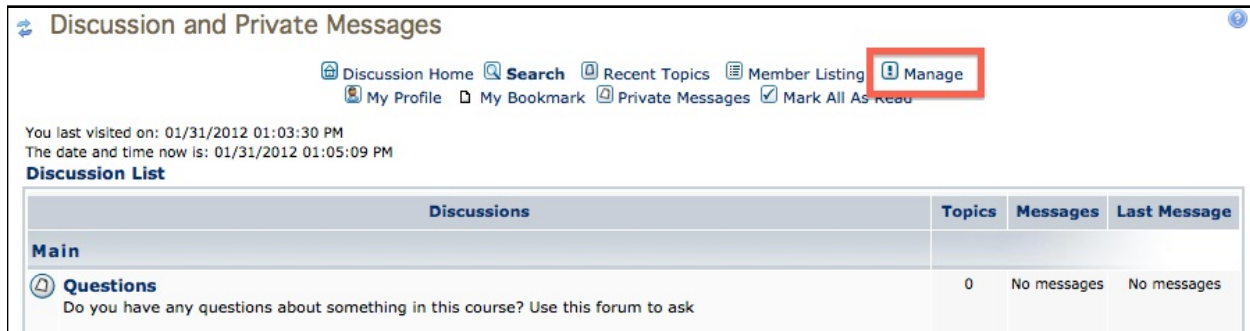
Topic: Article 1

Topic: Article 2

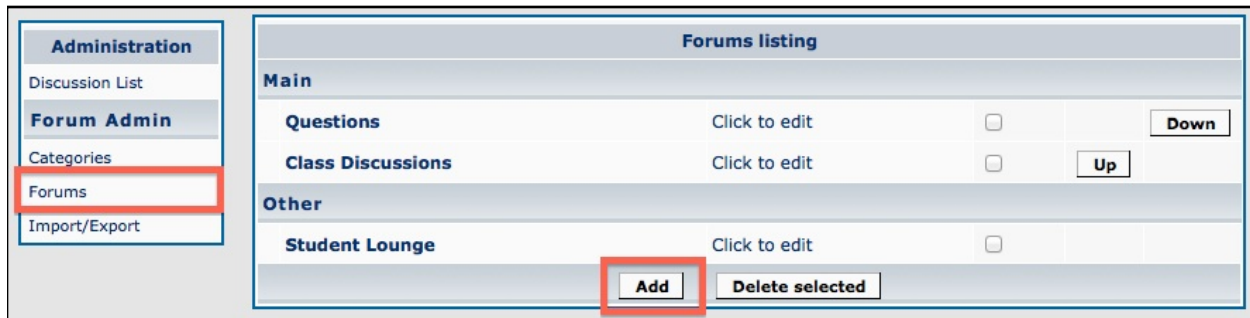
Topic: Article 3

# CREATE A NEW FORUM



1. Navigate to Discussion and Private Messages.
2. Select Manage.



3. Click Forums from the left Forum Admin panel.
4. Click Add



5. Provide a name for your Forum.
6. Select a Category from the drop down menu.
7. The description is usually brief. Instructions and expectations for the Forum will usually be provided by the instructor in the Topic area.
8. Modify the settings as necessary (refer to Grading and Managing Groups for more details).
9. Forum Type: Reply only, allows the instructor to create a Topic and students can only reply to the topic. In most cases, that will allow the instructor to keep an organized structure to their discussions and make it possible to see students contributions in a threaded view vs. having multiple Topics created by students and having to “click around” to view their contributions.
10. Click on Update.

Forum Name	<input type="text" value="Module 1"/>
Category	<input type="text" value="Main"/>
Description	<p>Lorem ipsum dolor sit amet          Consectetur adipisicing elit, sed          do eiusmod tempor incididunt ut          labore et dolore magna aliqua.</p>
Make Forum Visible on Date/Time	<input type="text"/> 
Due Date/Time	<input type="text"/> 
	<input type="checkbox"/> Lock Forum on Due Date
Forum Type	<input checked="" type="radio"/> Normal (allow post/reply) <input type="radio"/> Reply only <input type="radio"/> Read only
Allow Access	<input checked="" type="radio"/> All Site Participants <input type="radio"/> Deny Access <input type="radio"/> Allow Access to Selected Groups
<p>Note: To setup groups for this site, go to Site Info &gt;&gt; Manage Groups.</p>	
Grading	<input checked="" type="radio"/> Not Enabled <input type="radio"/> Enabled
<input type="button" value="Update"/>	

## DELETE A DISCUSSION

1. Navigate to Discussion and Private Messages.
2. Select Manage.

[Discussion Home](#) [Search](#) [Recent Topics](#) [Member Listing](#) [Manage](#)

[My Profile](#) [My Bookmark](#) [Private Messages](#)  Mark All As Read

You last visited on: 01/31/2012 01:03:30 PM  
 The date and time now is: 01/31/2012 01:05:09 PM

**Discussion List**

Discussions	Topics	Messages	Last Message
<b>Main</b> <input checked="" type="radio"/> <b>Questions</b> Do you have any questions about something in this course? Use this forum to ask	0	No messages	No messages

3. Click Forums from the left Forum Admin panel.

4. Check the boxes for the Forums you want to delete.
5. Click on Delete selected.

Forums listing				
<b>Main</b>				
<b>Questions</b>	Click to edit	<input checked="" type="checkbox"/>		<b>Down</b>
<b>Class Discussions</b>	Click to edit	<input checked="" type="checkbox"/>	<b>Up</b>	<b>Down</b>
<b>Module 1</b>	Click to edit	<input type="checkbox"/>	<b>Up</b>	
<b>Other</b>				
<b>Student Lounge</b>	Click to edit	<input type="checkbox"/>		
		<b>Add</b>	<b>Delete selected</b>	

## MODIFY FORUM SETTINGS

1. Navigate to Discussion and Private Messages.
2. Select Manage.
3. Click Forums from the left Forum Admin panel.
4. Select Click to edit next to the Forum.
5. Modify title and other settings.
6. Click on Update.

## REORDER FORUM

1. Navigate to Discussion and Private Messages.
2. Select Manage.
3. Click Forums from the left Forum Admin panel.
4. Click Up or Down for the appropriate Forum.

Forums listing				
<b>Case Study #254</b>				
<b>Alpha Group</b>	Click to edit	<input type="checkbox"/>		<b>Down</b>
<b>Omega Group</b>	Click to edit	<input type="checkbox"/>	<b>Up</b>	<b>Down</b>
<b>Section 002</b>	Click to edit	<input type="checkbox"/>	<b>Up</b>	<b>Down</b>
<b>Section 003</b>	Click to edit	<input type="checkbox"/>	<b>Up</b>	

## EXPORT DISCUSSIONS FOR OTHER COURSES

1. Navigate to Discussion and Private Messages.
2. Select Manage.
3. Click on Import/Export from the Forum Admin panel.

4. Click on Export.

<b>Administration</b> Discussion List <b>Forum Admin</b> Categories Forums <b>Import/Export</b>	<b>Import/Export Management</b> Export your discussion topics that are tagged as "tasks" as an IMS Content Package to be imported into the Discussion & Private Messages tool of another site. <b>Export</b> Select IMS Content Package of Discussion & Private Messages content to import to this site. <input type="text"/> Browse... <b>Import</b>
--	--

## IMPORT DISCUSSIONS FROM OTHER COURSES

1. Navigate to Discussion and Private Messages.
2. Select Manage.
3. Click on Import/Export.
4. Click on Browse.
5. Search for .zip file you export from another site.
6. Click on Import.

<b>Administration</b> Discussion List <b>Forum Admin</b> Categories Forums <b>Import/Export</b>	<b>Import/Export Management</b> Export your discussion topics that are tagged as "tasks" as an IMS Content Package to be imported into the Discussion & Private Messages tool of another site. <b>Export</b> Select IMS Content Package of Discussion & Private Messages content to import to this site. <input type="text" value="/Users/mmhaskel/Desktop/MMH101.001.SP12_FORUMS.zip"/> Browse... <b>Import</b>
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## Chapter 3

# Managing Groups

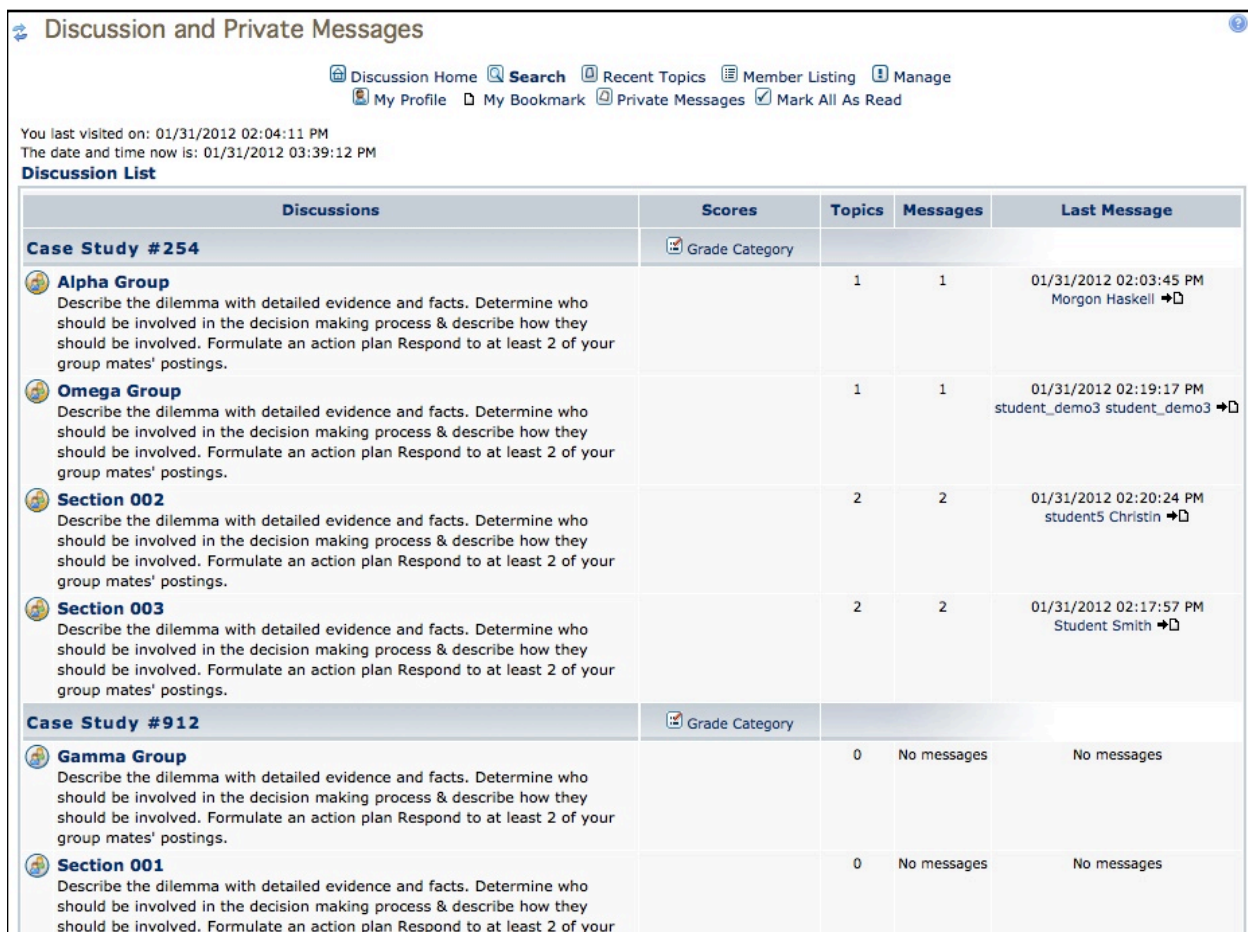
Group access is managed at the Forum level. You might consider creating a Category that is unique for all the discussions, then create your Topics based on groups and restrict access. In the following tutorial a course reviews multiple case files. The instructor does not want every group reviewing the same case file so he created multiple Categories based on the case file numbers. Then the instructor created multiple Forums and allowed access to only one group per Forum. Within the Forum, students have the ability to create Topics and from those Topics the other students in the group can reply with comments (which is called a Message). The following image is an example of the end result.

**Category:** Case study #

**Forum:** Named after group

**Topics:** Created by students

**Messages:** Student's reply to each others Topics



The screenshot shows a forum interface titled "Discussion and Private Messages". At the top, there are navigation links: Discussion Home, Search, Recent Topics, Member Listing, Manage, My Profile, My Bookmark, Private Messages, and Mark All As Read. Below the navigation, it shows the user's last visit and the current date and time. The main content is a "Discussion List" table with the following columns: Discussions, Scores, Topics, Messages, and Last Message. The table is divided into two sections: "Case Study #254" and "Case Study #912". Each section contains a "Grade Category" and a list of topics with their respective scores, message counts, and last messages.

Discussions	Scores	Topics	Messages	Last Message
<b>Case Study #254</b>				
Grade Category				
<b>Alpha Group</b> Describe the dilemma with detailed evidence and facts. Determine who should be involved in the decision making process & describe how they should be involved. Formulate an action plan Respond to at least 2 of your group mates' postings.		1	1	01/31/2012 02:03:45 PM Morgon Haskell →
<b>Omega Group</b> Describe the dilemma with detailed evidence and facts. Determine who should be involved in the decision making process & describe how they should be involved. Formulate an action plan Respond to at least 2 of your group mates' postings.		1	1	01/31/2012 02:19:17 PM student_demo3 student_demo3 →
<b>Section 002</b> Describe the dilemma with detailed evidence and facts. Determine who should be involved in the decision making process & describe how they should be involved. Formulate an action plan Respond to at least 2 of your group mates' postings.		2	2	01/31/2012 02:20:24 PM student5 Christin →
<b>Section 003</b> Describe the dilemma with detailed evidence and facts. Determine who should be involved in the decision making process & describe how they should be involved. Formulate an action plan Respond to at least 2 of your group mates' postings.		2	2	01/31/2012 02:17:57 PM Student Smith →
<b>Case Study #912</b>				
Grade Category				
<b>Gamma Group</b> Describe the dilemma with detailed evidence and facts. Determine who should be involved in the decision making process & describe how they should be involved. Formulate an action plan Respond to at least 2 of your group mates' postings.		0	No messages	No messages
<b>Section 001</b> Describe the dilemma with detailed evidence and facts. Determine who should be involved in the decision making process & describe how they should be involved. Formulate an action plan Respond to at least 2 of your		0	No messages	No messages

## CREATE A NEW CATEGORY

1. Navigate to Discussion and Private Messages.
2. Select Manage.

Discussion and Private Messages

Discussion Home Search Recent Topics Member Listing **Manage**  
My Profile My Bookmark Private Messages Mark All As Read

You last visited on: 01/31/2012 01:03:30 PM  
The date and time now is: 01/31/2012 01:05:09 PM

**Discussion List**

Discussions	Topics	Messages	Last Message
<b>Main</b>			
<b>Questions</b> Do you have any questions about something in this course? Use this forum to ask	0	No messages	No messages

3. Click Categories from the left Forum Admin panel.
4. Click on Add.

Administration  
Discussion List  
**Forum Admin**  
**Categories**  
Forums  
Import/Export

**Category Listing**

<b>Main</b>	Click to edit	<input type="checkbox"/>	<b>Down</b>
Questions			
Class Discussions			
<b>Other</b>	Click to edit	<input type="checkbox"/>	<b>Up</b>
Student Lounge			

**Add** Delete Selected

5. Give it a title.
6. Click on Update

## CREATE A GROUP FORUM

1. Navigate to Discussion and Private Messages.
2. Select Manage.

Discussion and Private Messages

Discussion Home Search Recent Topics Member Listing **Manage**  
My Profile My Bookmark Private Messages Mark All As Read

You last visited on: 01/31/2012 01:03:30 PM  
The date and time now is: 01/31/2012 01:05:09 PM

**Discussion List**

Discussions	Topics	Messages	Last Message
<b>Main</b>			
<b>Questions</b> Do you have any questions about something in this course? Use this forum to ask	0	No messages	No messages

3. Click Forums from the left Forum Admin panel.
4. Click Add.

**Administration**

- Discussion List
- Forum Admin**
- Categories
- Forums
- Import/Export

**Forums listing**

**Main**

**Questions** Click to edit  **Down**

**Class Discussions** Click to edit  **Up**

**Other**

**Student Lounge** Click to edit

**Add** **Delete selected**

5. Provide a name for your Forum.
6. Select a Category from the drop down menu.
7. The description is usually brief. Instructions and expectations for the Forum will usually be provided by the instructor in the Topic area.
8. Modify the settings as necessary.
9. Under Allow Access select Allow Access to Selected Groups
10. From the menu select which group(s) will have access to the Forum.
11. Click on Update.

**Allow Access**

All Site Participants

Deny Access

**Allow Access to Selected Groups**

<input type="checkbox"/>	Title	Description
<input checked="" type="checkbox"/>	<b>Alpha Group</b>	MMH101.001.SP12, Alpha Group
<input type="checkbox"/>	MMH101.002.FA11	MMH101.001.SP12, MMH101.002.FA11
<input type="checkbox"/>	Omega Group	MMH101.001.SP12, Omega Group
<input type="checkbox"/>	MMH101.003.FA11	MMH101.001.SP12, MMH101.003.FA11

**Note: To setup groups for this site, go to Site Info >> Manage Groups.**

**Grading** This forum is being graded at the category level.

**Update**

12. Repeat the process for each Forum.
- Example of the list of Forums:



<p><b>Administration</b></p> <p>Discussion List</p> <p><b>Forum Admin</b></p> <p>Categories</p> <p>Forums</p> <p>Import/Export</p>	<p style="text-align: center;"><b>Forums listing</b></p> <p><b>Case Study #254</b></p> <table border="1"> <tr> <td><b>Alpha Group</b></td> <td>Click to edit</td> <td><input type="checkbox"/></td> <td></td> <td><b>Down</b></td> </tr> <tr> <td><b>Omega Group</b></td> <td>Click to edit</td> <td><input type="checkbox"/></td> <td><b>Up</b></td> <td><b>Down</b></td> </tr> <tr> <td><b>Section 002</b></td> <td>Click to edit</td> <td><input type="checkbox"/></td> <td><b>Up</b></td> <td><b>Down</b></td> </tr> <tr> <td><b>Section 003</b></td> <td>Click to edit</td> <td><input type="checkbox"/></td> <td><b>Up</b></td> <td></td> </tr> </table> <p><b>Case Study #912</b></p> <table border="1"> <tr> <td><b>Gamma Group</b></td> <td>Click to edit</td> <td><input type="checkbox"/></td> <td></td> <td><b>Down</b></td> </tr> <tr> <td><b>Section 001</b></td> <td>Click to edit</td> <td><input type="checkbox"/></td> <td><b>Up</b></td> <td><b>Down</b></td> </tr> <tr> <td><b>Delta Group</b></td> <td>Click to edit</td> <td><input type="checkbox"/></td> <td><b>Up</b></td> <td><b>Down</b></td> </tr> <tr> <td><b>Epsilon Group</b></td> <td>Click to edit</td> <td><input type="checkbox"/></td> <td><b>Up</b></td> <td></td> </tr> </table> <p><b>Case Study #107</b></p> <table border="1"> <tr> <td><b>Beta Group</b></td> <td>Click to edit</td> <td><input type="checkbox"/></td> <td></td> <td><b>Down</b></td> </tr> <tr> <td><b>Section 004</b></td> <td>Click to edit</td> <td><input type="checkbox"/></td> <td><b>Up</b></td> <td><b>Down</b></td> </tr> <tr> <td><b>Tango Group</b></td> <td>Click to edit</td> <td><input type="checkbox"/></td> <td><b>Up</b></td> <td><b>Down</b></td> </tr> <tr> <td><b>Section 005</b></td> <td>Click to edit</td> <td><input type="checkbox"/></td> <td><b>Up</b></td> <td></td> </tr> </table>	<b>Alpha Group</b>	Click to edit	<input type="checkbox"/>		<b>Down</b>	<b>Omega Group</b>	Click to edit	<input type="checkbox"/>	<b>Up</b>	<b>Down</b>	<b>Section 002</b>	Click to edit	<input type="checkbox"/>	<b>Up</b>	<b>Down</b>	<b>Section 003</b>	Click to edit	<input type="checkbox"/>	<b>Up</b>		<b>Gamma Group</b>	Click to edit	<input type="checkbox"/>		<b>Down</b>	<b>Section 001</b>	Click to edit	<input type="checkbox"/>	<b>Up</b>	<b>Down</b>	<b>Delta Group</b>	Click to edit	<input type="checkbox"/>	<b>Up</b>	<b>Down</b>	<b>Epsilon Group</b>	Click to edit	<input type="checkbox"/>	<b>Up</b>		<b>Beta Group</b>	Click to edit	<input type="checkbox"/>		<b>Down</b>	<b>Section 004</b>	Click to edit	<input type="checkbox"/>	<b>Up</b>	<b>Down</b>	<b>Tango Group</b>	Click to edit	<input type="checkbox"/>	<b>Up</b>	<b>Down</b>	<b>Section 005</b>	Click to edit	<input type="checkbox"/>	<b>Up</b>	
<b>Alpha Group</b>	Click to edit	<input type="checkbox"/>		<b>Down</b>																																																									
<b>Omega Group</b>	Click to edit	<input type="checkbox"/>	<b>Up</b>	<b>Down</b>																																																									
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<b>Section 005</b>	Click to edit	<input type="checkbox"/>	<b>Up</b>																																																										

## Chapter 4

# Contributing to Discussions

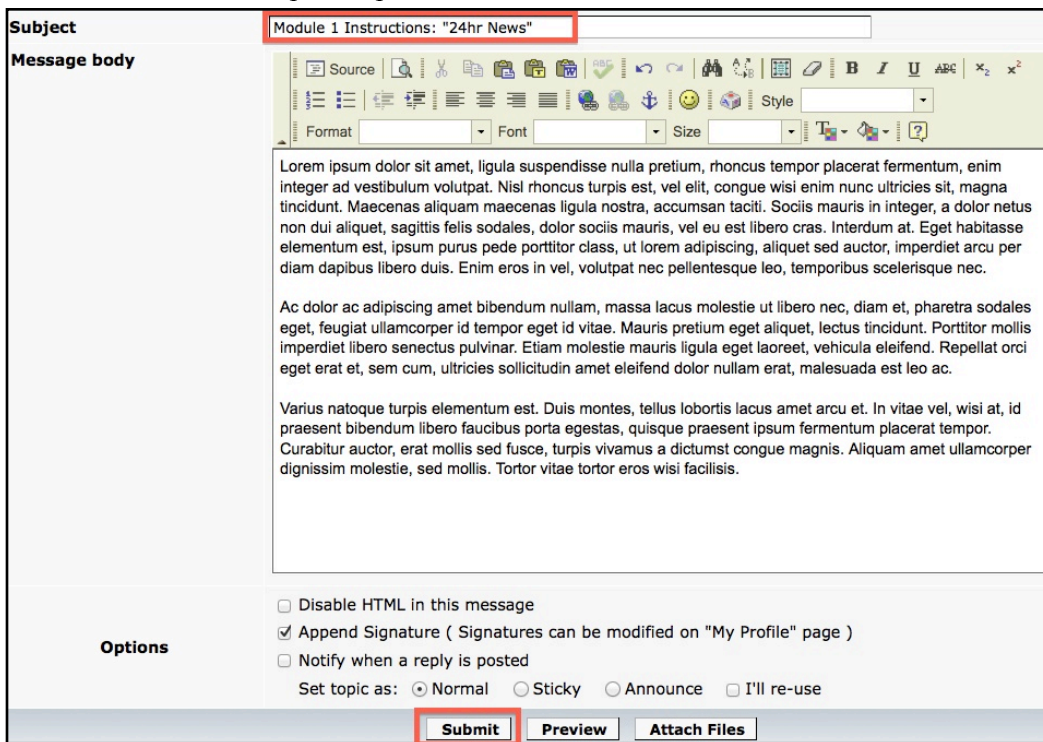
### CREATE A TOPIC

1. Navigate to the Discussion List
2. Click on a Forum title
3. Select New Topic

Please note: Instructors will usually create the first Topic and provide instructions along with attaching a rubric for student expectations. It is also useful to make the instructions “Sticky” which means it will always display at the top for students to see first.

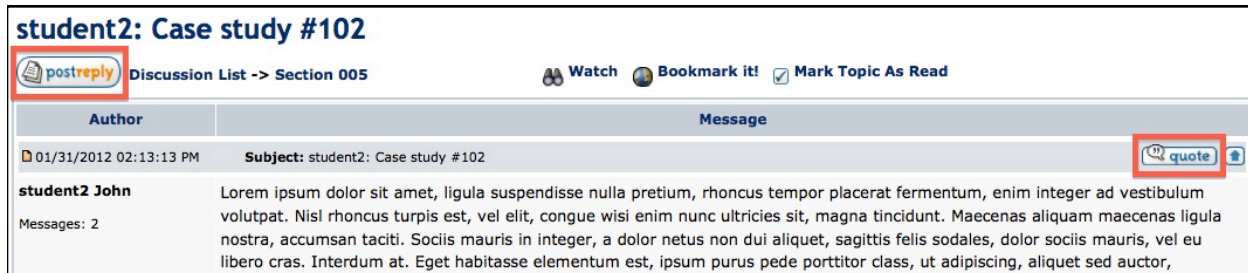


4. Create a title, add content, attachments if necessary, and modify settings.
5. Set topic as Sticky so that it will always display at the top.
6. Click on Submit to post topic.



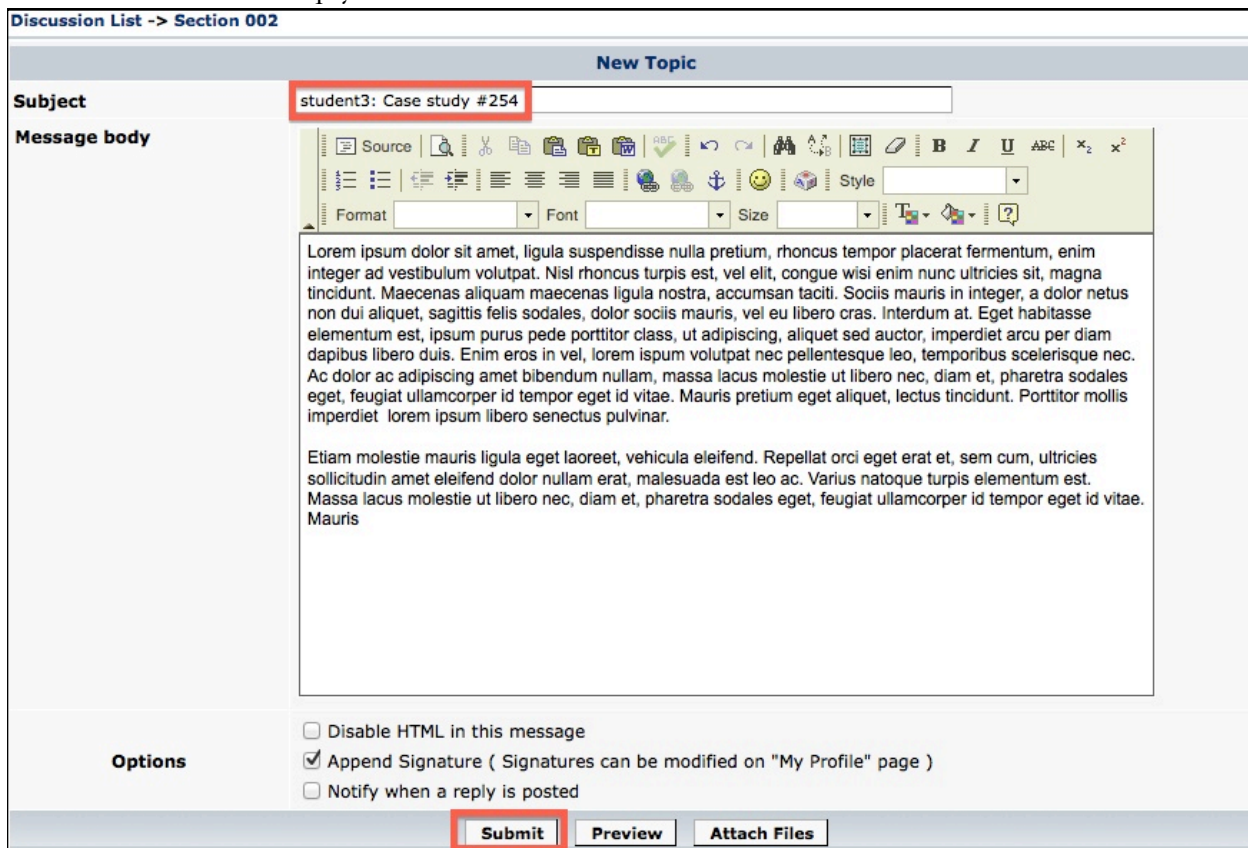
## REPLY TO A TOPIC

1. Navigate to the Discussion List.
2. Click on a Forum title.
3. Select the Topic.
4. Click Reply or select quote if you want to include all or some of the message in your reply.



The screenshot shows a forum post interface. At the top, there is a navigation bar with a 'postreply' icon and the text 'Discussion List -> Section 005'. To the right are links for 'Watch', 'Bookmark it!', and 'Mark Topic As Read'. Below this is a table with two columns: 'Author' and 'Message'. The first row shows the date '01/31/2012 02:13:13 PM' and the subject 'student2: Case study #102'. A 'quote' button is highlighted with a red box. The second row shows the author 'student2 John' and a message body containing Lorem Ipsum text.

5. Add content in the text box editor.
6. Click on Submit to reply.



The screenshot shows a 'New Topic' form. At the top, it says 'Discussion List -> Section 002'. The form has a 'Subject' field containing 'student3: Case study #254' and a 'Message body' field with a rich text editor. The editor includes a toolbar with icons for source, undo, redo, bold, italic, underline, and other formatting options. Below the editor, there are three checkboxes: 'Disable HTML in this message' (unchecked), 'Append Signature ( Signatures can be modified on "My Profile" page )' (checked), and 'Notify when a reply is posted' (unchecked). At the bottom, there are three buttons: 'Submit', 'Preview', and 'Attach Files'. The 'Submit' button is highlighted with a red box.

## SEND A PRIVATE MESSAGE

1. Navigate to the Discussion and Private Messages.
2. Click on Member Listing.
3. Click on the PM icon to send a private message.

4. In a Topic, you can also send a private message by clicking on the PM icon.

Name	Private Message	E-mail	From	Messages
Charlie, student3				2
Christin, student5				3

## SEND A PRIVATE MESSAGE TO MULTIPLE RECIPIENTS

1. Navigate to the Discussion and Private Messages.
2. Click on Private Messages.
3. Click on New PM.
4. Select one or several users to receive the private message.

Hold the Control (PC) or Command (Mac) key to select multiple names.

**To user**

- John, student2
- Pam, student4
- Smith, Student
- student, test
- student2, test

**Subject** Send PM to multiple users

**Message body**

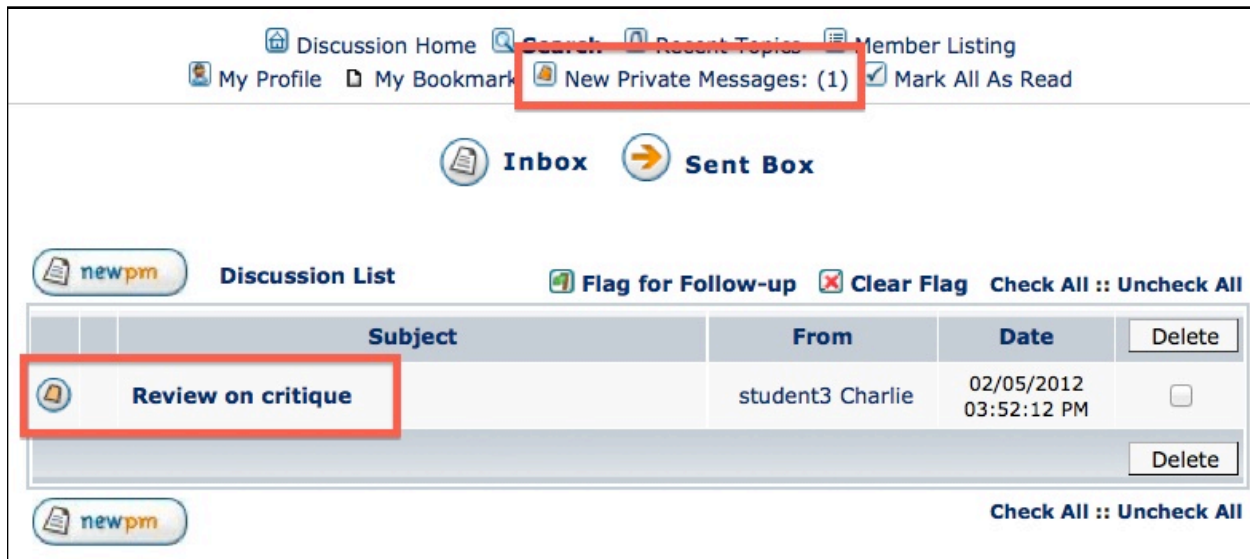
5. Provide a subject line.
6. Write message in text box
7. Scroll down and click on Submit.

## READ A PRIVATE MESSAGE

1. Navigate to the Discussion and Private Messages.
2. Click on New Private Messages.

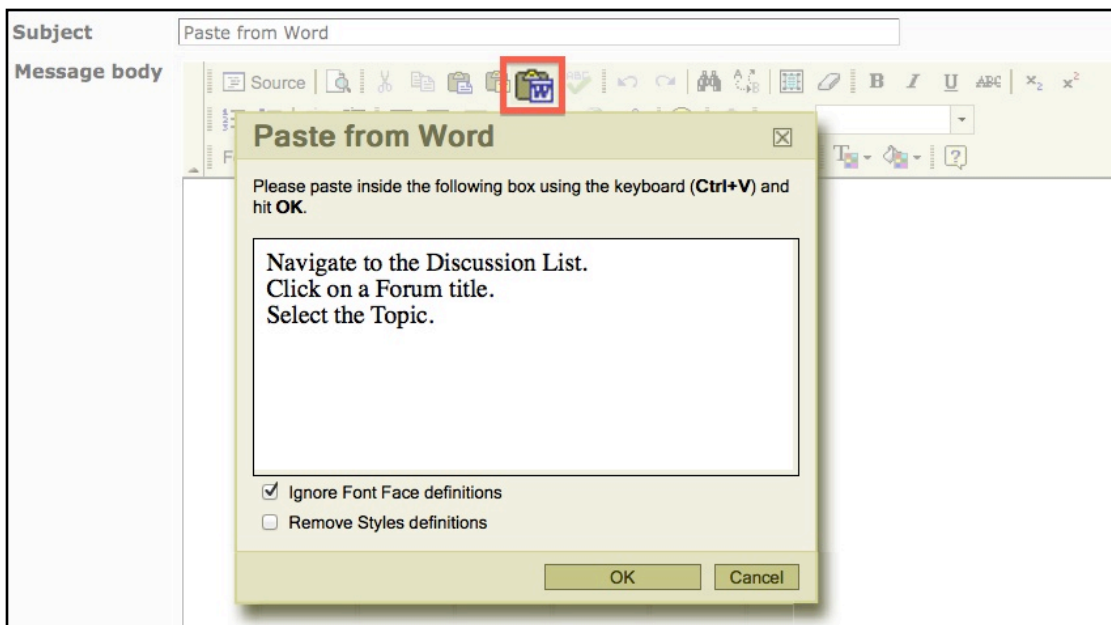
Notice there is a (1) which represents how many new messages there are.

3. Select Message from inbox.



## PASTE FROM WORD

1. Copy your text from Word.
2. Navigate to the Topic or Message.
3. Click on the Paste from Word icon.





## MARK AS READ



A Topic or Message will display in a highlighted text box.

1. Navigate to the Discussion List.
2. Click on the Forum title.


3. Check the boxes for each Topic read.
4. Click on Mark Topic as Read.


**Section 004**

 Discussion List -> Section 004  View Forum Scores  Mark Topic As Read

Topic	Posts	Author	Last message	Check All Uncheck All
 <b>student10: Case study comments</b>	0	student5 Christin	01/31/2012 03:49:15 PM student5 Christin →	<input checked="" type="checkbox"/>
 <b>Student2: Case study #102</b>	0	student2 John	01/31/2012 02:12:40 PM student2 John →	<input checked="" type="checkbox"/>

**Check All :: Uncheck All**

 View Forum Scores  Mark Topic As Read

 Discussion List -> Section 004







## VIEW ONLY RECENT TOPICS

1. Navigate to the Discussion List.
2. Click on Recent Topics.
3. Topics will be listed in chronological order (most recent at the top).

[Discussion Home](#)
[Search](#)
 [Recent Topics](#)
[Member Listing](#)

[My Profile](#)
[My Bookmark](#)
[New Private Messages: \(1\)](#)
 Mark All As Read

**Discussion List -> Recent Topics**

Topic	Posts	Scores	Author	Last message	Forum Name
 <b>Student6: Case study 254</b>	0	 View Forum Scores	Student Smith	01/31/2012 02:17:57 PM Student Smith →	Section 003
 <b>student10: Case study #912</b>	0	 View Forum Scores	Student Smith	01/31/2012 02:15:25 PM Student Smith →	Epsilon Group
 <b>Student1: Case study</b>	0	 View Forum Scores	Student Smith	01/31/2012 02:14:52 PM Student Smith →	Section 003

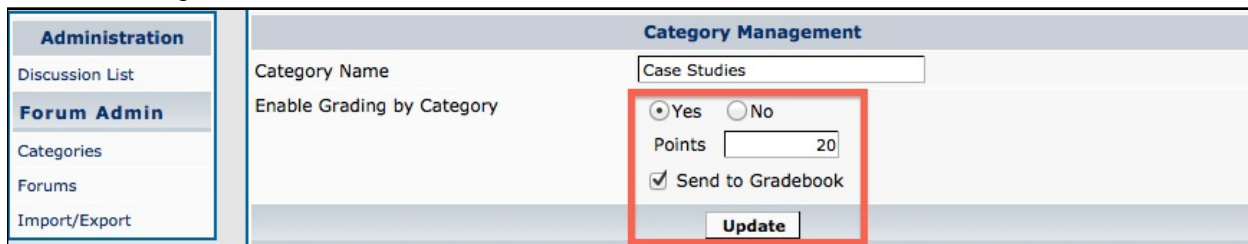
## Chapter 4

# Grading

### ENABLE GRADING BY CATEGORY

Please note: Grading by Category is not recommended. However, if you grade based on contributing to the discussion and not on the content, then grading by category level is the simplest option.

1. Navigate to Discussion and Private Messages.
2. Select Manage.
3. Click Categories from the left Forum Admin panel.
4. Click on Click to edit next to the Category you want to grade.
5. Select Yes to Enable Grading by Category.
6. Give the max point value.
7. Check the box to Send to Gradebook.
8. Click on Update.



The screenshot shows the 'Category Management' interface. On the left is a navigation menu with 'Administration' and 'Forum Admin' sections. The 'Forum Admin' section is active, showing 'Categories', 'Forums', and 'Import/Export'. The main content area is titled 'Category Management' and shows the 'Case Studies' category. The 'Enable Grading by Category' section is highlighted with a red box and contains the following options: 'Yes' (selected), 'No', 'Points' (20), and 'Send to Gradebook' (checked). An 'Update' button is located at the bottom of this section.

### ENABLE GRADING BY FORUM

1. Navigate to Discussion and Private Messages.
2. Select Manage.
3. Click Forums from the left Forum Admin panel.
4. Click on Click to edit, next to the Forum you want to grade.
5. Select Enabled to allow grading.
6. Choose By Forum.
7. Give a max point value.
8. Check the box to Send to Gradebook.
9. Click on Update.

Note: To setup groups for this site, go to Site Info >> Manage Groups.

Grading

Not Enabled

Enabled

By Topic

By Forum Point Value  (max)

Send to Gradebook

## ASSIGNING GRADES AND FEEDBACK IN CONTEXT

1. Navigate to Discussion and Private Messages.
2. Select the Forum you want to grade.
3. Click on the Topic.
4. Click on the Grade icon

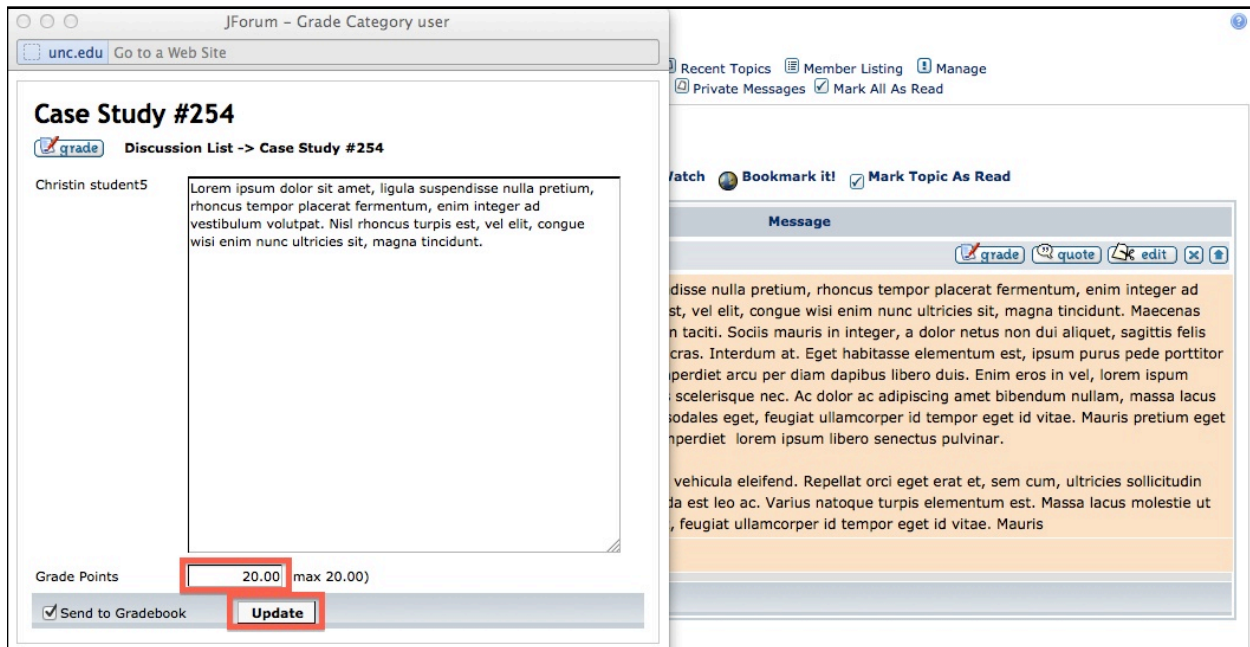
**student9: Case study #254**

postreply Discussion List -> Section 002 Watch Bookmark it! Mark Topic As Read

Author	Message
01/31/2012 02:20:24 PM	Subject: student9: Case study #254
student5 Christin Messages: 2	<p>grade quote edit</p> <p>Lorem ipsum dolor sit amet, ligula suspendisse nulla pretium, rhoncus tempor placerat fermentum, enim integer ad vestibulum volutpat. Nisi rhoncus turpis est, vel elit, congue wisi enim nunc ultricies sit, magna tincidunt. Maecenas aliquam maecenas ligula nostra, accumsan taciti. Sociis mauris in integer, a dolor netus non dui aliquet, sagittis felis sodales, dolor sociis mauris, vel eu libero cras. Interdum at. Eget habitasse elementum est, ipsum purus pede porttitor</p>

5. The grading dialogue box will pop-up.
6. The feedback is private and will not display to other students.
7. Fill in the appropriate grade value.
8. Check box to Send to Gradebook.
9. Click on Update.





## ASSIGNING GRADES TO ALL USERS WITH POSTS

1. Navigate to Discussion and Private Messages.
2. Select Grade Forum.

Case Study #107	Grade Forum	0	No messages	No messages
<p><b>Beta Group</b> Describe the dilemma with detailed evidence and facts. Determine who should be involved in the decision making process &amp; describe how they should be involved. Formulate an action plan Respond to at least 2 of your group mates' postings.</p> <p><b>Section 004</b> Describe the dilemma with detailed evidence and facts. Determine who should be involved in the decision making process &amp; describe how they should be involved. Formulate an action plan Respond to at least 2 of your group mates' postings.</p>	<input checked="" type="checkbox"/>	2	2	01/31/2012 03:49:15 PM student5 Christin →

3. Enter a score for all users with posts.
4. Add comments to all users with posts if necessary.
5. Click on Save Grades.



## ASSIGNING GRADES TO ALL USERS INDIVIDUALLY

1. Navigate to Discussion and Private Messages.

2. Select Grade Forum.

Case Study #107		<input checked="" type="checkbox"/> Grade Forum	0	No messages	No messages
<b>Beta Group</b> Describe the dilemma with detailed evidence and facts. Determine who should be involved in the decision making process & describe how they should be involved. Formulate an action plan Respond to at least 2 of your group mates' postings.		<input checked="" type="checkbox"/> Grade Forum	2	2	01/31/2012 03:49:15 PM student5 Christin →
<b>Section 004</b> Describe the dilemma with detailed evidence and facts. Determine who should be involved in the decision making process & describe how they should be involved. Formulate an action plan Respond to at least 2 of your group mates' postings.					

3. Enter a score.

If a student posted on the Forum, then you can click on their name and it will bring up their post.

4. Click on Grader Comments to open a text box for comments.

5. Check box to Send to Gradebook.

6. Click on Update.

Name	Posts	<input checked="" type="checkbox"/> Grade Forum	Comments
student3 Charlie	0	<input type="text"/>	Grader Comments
student5 Christin	1	<input type="text" value="20"/>	Grader Comments
student2 John	1	<input type="text" value="20"/>	Grader Comments
student4 Pam	0	<input type="text"/>	Grader Comments
Student Smith	0	<input type="text"/>	Grader Comments
test student	0	<input type="text"/>	Grader Comments
test student2	0	<input type="text"/>	Grader Comments
test student3	0	<input type="text"/>	Grader Comments
test student4	0	<input type="text"/>	Grader Comments
student_demo2 student_demo2	0	<input type="text"/>	Grader Comments
student_demo3 student_demo3	0	<input type="text"/>	Grader Comments
<input checked="" type="checkbox"/> Send to Gradebook		<input type="button" value="Update"/>	

## VIEWING GRADES

Students can view their grades and feedback in the Discussion and Private Messages tool along with viewing them in the Gradebook tool.

1. Navigate to Discussion and Private Messages.
2. Click on View Scores.

Discussions	Scores	Topics	Messages	Last Message
<b>Case Study #254</b>	<a href="#">View Scores</a>			
<b>Section 002</b> Describe the dilemma with detailed evidence and facts. Determine who should be involved in the decision making process & describe how they should be involved. Formulate an action plan Respond to at least 2 of your group mates' postings.		2	2	01/31/2012 02:20:24 PM student5 Christin →


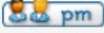
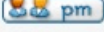
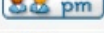
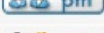
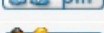

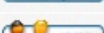
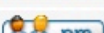


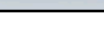
3. Students can view scores and comments
4. Click on Discussion List to return to main page.

Discussion List	
Category: Case Study #254	
<b>Comments:</b>	Lorem ipsum dolor sit amet, ligula suspendisse nulla pretium, rhoncus tempor placerat fermentum, enim integer ad vestibulum volutpat. Nisi rhoncus turpis est, vel elit, congue wisi enim nunc ultricies sit, magna tincidunt.
<b>Points:</b>	20.00 (out of 20.00 possible)
<a href="#">Click here to continue.</a>	
<a href="#">Discussion List</a>	

## VIEWING STUDENTS TOTAL NUMBER OF POSTS

1. Navigate to Discussion and Private Messages.
2. Select an individual by clicking on their name/link anywhere in Discussions.
3. View all students total number of posts by clicking on Member Listing.

**Discussion List**

Name	Private Message	E-mail	From	Messages
Charlie, student3	 pm			2
Christin, student5	 pm			3
Haskell, Morgon	 pm			0
John, student2	 pm			2
Pam, student4	 pm			0
Smith, Student	 pm			3
student, test	 pm			0
student2, test	 pm			0
student3, test	 pm			0
student4, test	 pm			0
student_demo2, student_demo2	 pm			0
student_demo3, student_demo3	 pm			1

## Chapter 5

# Custom Profile

You set your preferences once, and your profile settings are visible in all sites where you are a participant or facilitator.

- If users have not set any preference in their profile, only their name will be listed and a link to Private Messages.
- Setting profile preferences is optional.
- Preferences users choose to complete will appear under their profile link by their posts
- Discussion list members can view others' profiles by clicking on a user's name and under Member Listing.
- The first, last name, and email address of users is retrieved from the system. It cannot be changed in My Profile.

## EDIT PROFILE

1. Navigate to Discussion & Private Messages.
2. Select My Profile.

The screenshot shows a web interface for editing a profile. At the top, there is a navigation bar with links: Discussion Home, Search, Recent Topics, Member Listing, My Profile (highlighted with a red box), My Bookmark, Private Messages, and Mark All As Read. Below the navigation bar is a 'Discussion List' section. The main content area is divided into two sections: 'Account Information' and 'General Informations about yourself'. The 'Account Information' section includes fields for 'User:' (student\_demo2) and 'Email Address:', with a note: 'To change your email address in the system, go to MyWorkspace >> Account.' The 'General Informations about yourself' section has a warning: 'This information will be public viewable'. It contains several input fields for ICQ UIN, AIM Info, MSN Messenger, Yahoo Messenger, Web Site, Location, Occupation, and Interests. At the bottom, there is a 'Signature:' field with a text area and a note: 'This (optional) signature text block will be added at the end of your message. Limit of 255 chars.'

3. Fill in the necessary information.

Please note that user and email address can not be modified.

4. Upload an image

5. Click Submit to save your profile

Preferences	
Show my e-mail address:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Send e-mail notification when new topics are posted:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Send e-mail when a private message is sent:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Always attach my signature:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Always allow HTML:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Your language preference:	Default <input type="text"/>

Avatar Control Panel	
Shows an image together to your messages. This image cannot be larger than 130x130 pixels.	
Load avatar from your computer:	<input type="text"/> <input type="button" value="Browse..."/>
Use an external image as avatar ( type the URL ):	<input type="text"/>
<input checked="" type="button" value="Submit"/> <input type="button" value="Reset"/>	

## ADD PROFILE IMAGE

1. Navigate to Discussion & Private Messages.

2. Select My Profile.

3. Scroll down to Avatar Control Panel

4. Click Browse to search your hard drive for an image.

5. Click on Submit to save changes.

Avatar Control Panel	
Shows an image together to your messages. This image cannot be larger than 130x130 pixels.	
Load avatar from your computer:	<input type="text"/> <input checked="" type="button" value="Browse..."/>
Use an external image as avatar ( type the URL ):	<input type="text"/>
<input checked="" type="button" value="Submit"/> <input type="button" value="Reset"/>	

## VIEW PROFILE(S)

1. Navigate to Discussion & Private Messages.

2. Click on a Forum.



3. Select a Topic.

4. Click on Profile icon from individuals posts.

**student5 Christin**  
Messages: 2

Lorem ipsum dolor sit amet, ligula suspendisse nulla pretium, rhoncus tempor placerat fermentum, enim integer ad vestibulum volutpat. Nisl rhoncus turpis est, vel elit, congue wisi enim nunc ultricies sit, magna tincidunt. Maecenas aliquam maecenas ligula nostra, accumsan taciti. Sociis mauris in integer, a dolor netus non dui aliquet, sagittis felis sodales, dolor sociis mauris, vel eu libero cras. Interdum at. Eget habitasse elementum est, ipsum purus pede porttitor class, ut adipiscing, aliquet sed auctor, imperdiet arcu per diam dapibus libero dui. Enim eros in vel, lorem ipsum volutpat nec pellentesque leo, temporibus scelerisque nec. Ac dolor ac adipiscing amet bibendum nullam, massa lacus molestie ut libero nec, diam et, pharetra sodales eget, feugiat ullamcorper id tempor eget id vitae. Mauris pretium eget aliquet, lectus tincidunt. Porttitor mollis imperdiet lorem ipsum libero senectus pulvinar.

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 profile  pm

5. Alternatively, you can select Member Listing from the top navigation.
6. From the list of site members select one to view their profile.

## *Chapter 6*

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