

ENHANCING COMMUNICATION GUIDE

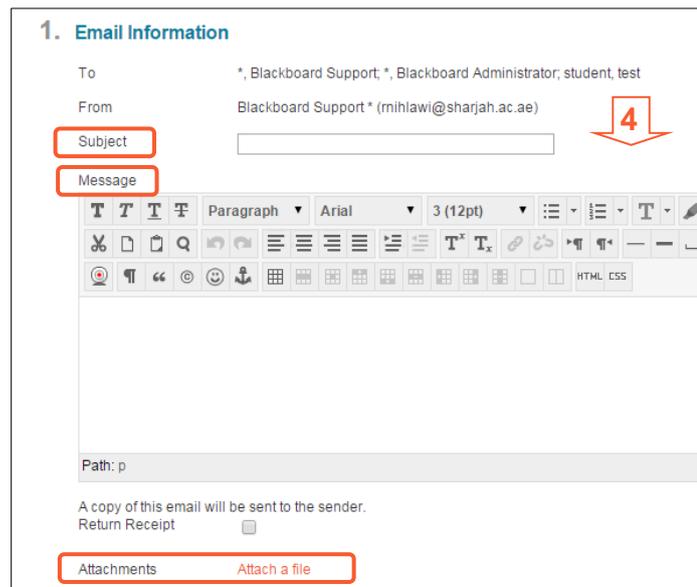
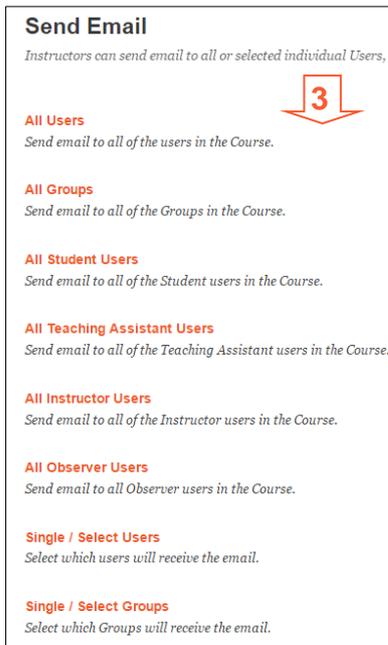
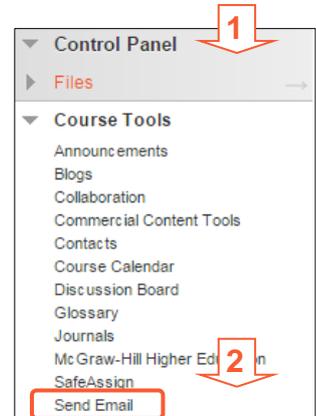
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I. SEND EMAIL

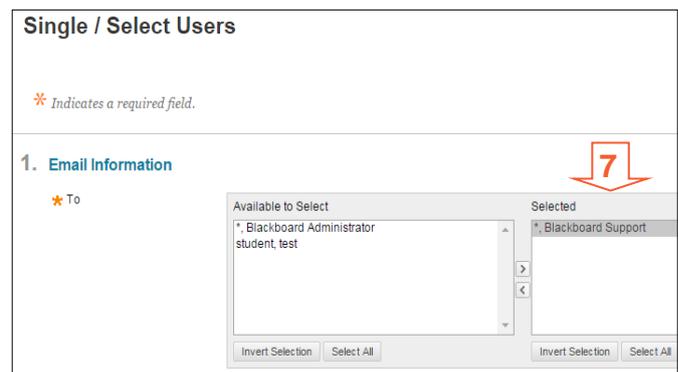
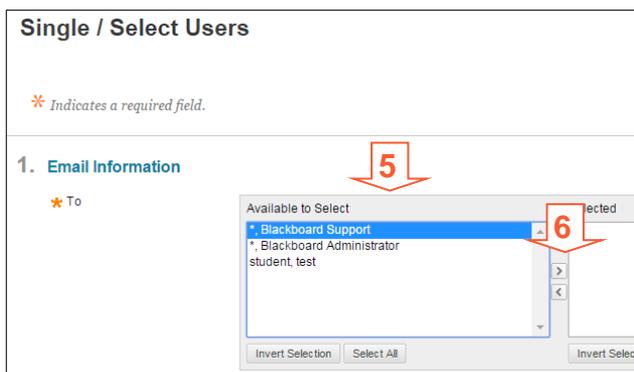
Instructors can send emails to individuals who participate in the course using the **Send Email tool**. Emails can be sent to individual users / students or to groups of users within the course such as all Teaching Assistants or Sections of the course.

A. HOW TO SEND EMAIL

- Click on your course in the Course List Module under "**My Courses**" Tab
- Click on **Course Tools** from **Control Panel** [1]
- Click on the **Send Email** [2]
- Choose one of the options [3]
- Enter a **Subject** and a **Message**. It is also possible to attach files with the email. [4]
- Click **Submit** to send the email



- If you choose to send to **Single / Select Users** or groups, In the **Single / Select** page select the user [5] then click the **left to right** arrow [6] to move it to right side (selected area) [7]



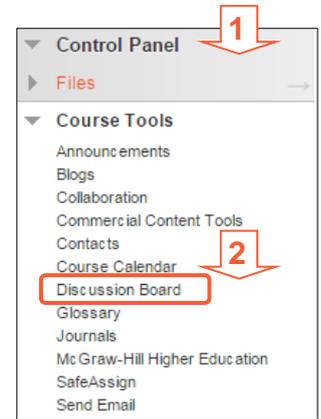
II. DISCUSSION BOARD

The Discussion Board is a tool that can be applied in a number of ways to enhance learning and measure of performance where course users can communicate between each other by creating threads and posts and replying to them.

The below steps are fundamental of Discussion Board; for more Information please refer to the **Discussion Board** chapter in the [Online Instructor Guide](#)

A. HOW TO ACCESS DISCUSSION BOARD

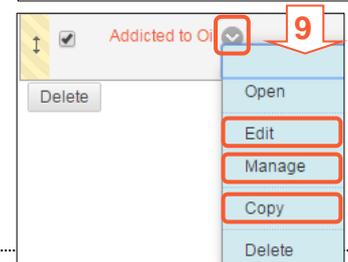
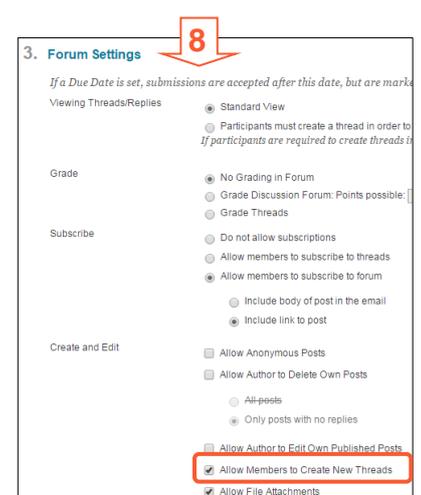
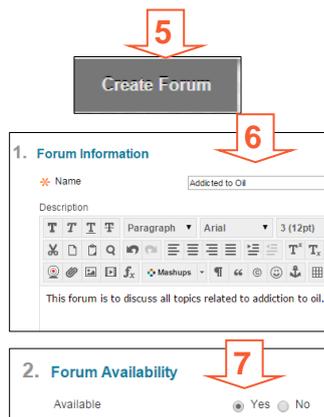
- Click on your course in the Course List Module under "**My Courses**" Tab
- Click on **Course Tools** from **Control Panel** [1]
- Click on the **Discussion Board** [2]
- There are two types of Discussion Board:
 - Group DB: Only students from the specified group section can access discussions posted in this board. There is a Group DB for every section and each is named with the section number [3]
 - Course DB: Students from all sections has access to the discussions posted in this board. It is named with the course name [4]
- Click on the name of the discussion board you want to add the discussions to it.



B. HOW TO CREATE FORUMS

A **forum** is an area where participants discuss a topic or a group of related topics.

- Click on the **Create Forum** button [5]
- Enter a **Name** of the Forum and the **Description** [6]
- Make sure the **Available** is set to Yes [7]
- Select the Forum Settings. Ensure that **Allow members to create new threads** is selected [8]
- After you create a forum you can change any of the settings by clicking **Edit** [9] next to the Forum name
- To change the roles of one or more participant, click **Manage** [9]
- To remove the Forum click **Delete** [9]
- To copy the same forum to another one, click **Copy** [9]

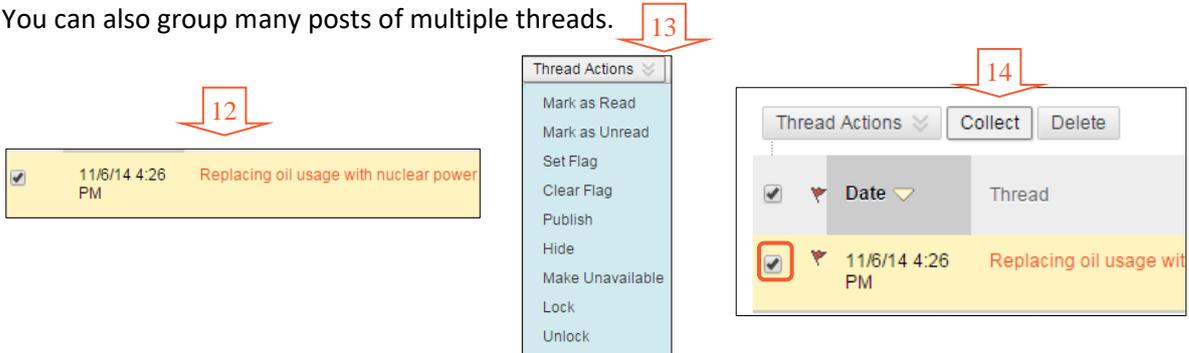
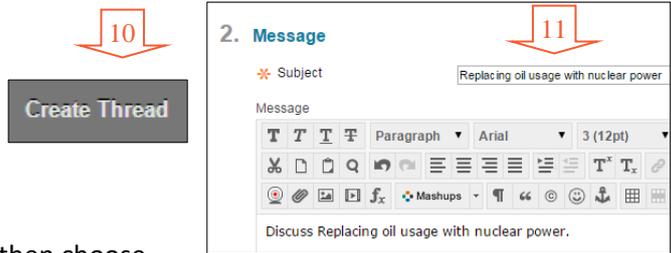




C. HOW TO CREATE A THREAD

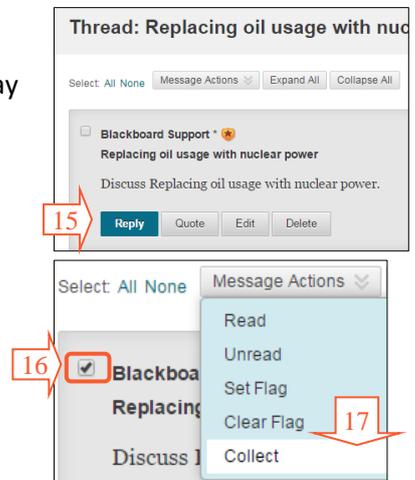
Within each forum, participants can create multiple threads. A **thread** includes the initial post and all replies to it.

- Click **Create Thread** in the action bar [10]
- Enter a **Subject** and a **Message**. It is also possible to attach files to the post [11]
- Click **Submit** to create the thread.
- You can change the status of the thread: Select it [12]; then choose one of the options from the **Thread Actions** drop down window then click **OK** [13]
- To group all posts of thread into an organized filterable and sortable set, select the thread then click **Collect** [14]. You can also group many posts of multiple threads.



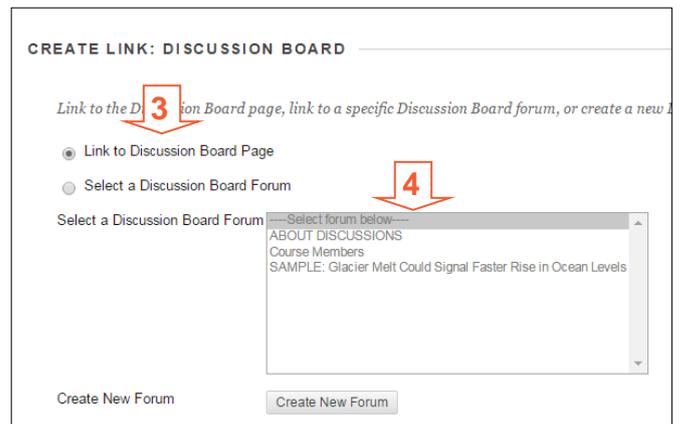
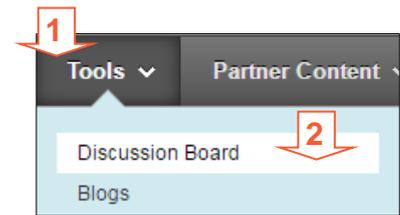
D. HOW TO CREATE POSTS

- Click on the Thread name to access the **Thread Details** page; Here you may post reply to the Thread messages by clicking **Reply** [15]
- To group posts into an organized filterable and sortable set, select the posts [16] then click **Message Actions** and select **Collect** [17]



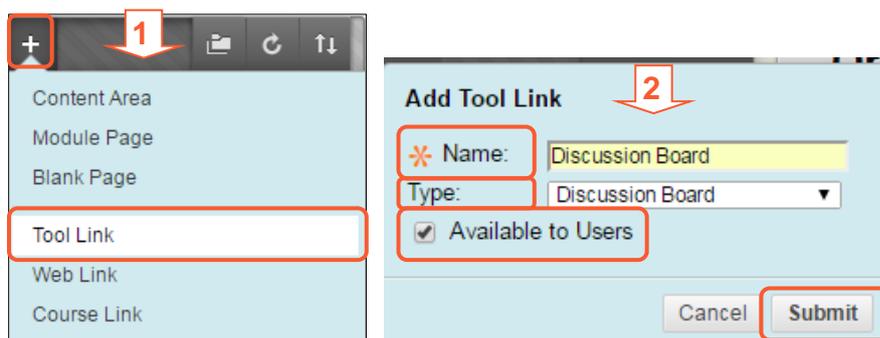
E. How to Add a Discussion Board Link to the content Area

- Access content area where you want to post the Discussion Board (ex. Assignments)
- Click Tools Link [1], then Click **Discussion Board** [2]
- To link to Discussion Board page; select Link to the Discussion Board Page [3]
- To link to a specific created forum; select Link to a Discussion Board Forum and then select the desired forum from the menu [4]
- Click Next
- For Available, select Yes
- Optionally select the display after and display until to restrict the availability dates for the Discussion Board
- Click Submit



F. How to Add a Discussion Board Link to the Course Menu

- Hover your computer's cursor over the "+" icon located in the upper-left corner of your Course Menu [1]
- Click on Tool Link [1]
- Type in a name for the Link, for example "Discussion Board" [2]
- Type: Click on the drop-down menu and select "**Discussion Board**" from the list of options. [2]
- Click the checkbox next to "**Available to Users**" to make the link immediately available to your students [2]. If you don't check this, the link will not be visible to your student--but, you can always edit the "**Show/Hide**" option for the link later.
- Click the Submit button to create the link [2]
- The Discussion Board link you just created should be at the bottom of your Course Menu and you can now drag-and-drop the tool link wherever you would like it to appear in the Course Menu.



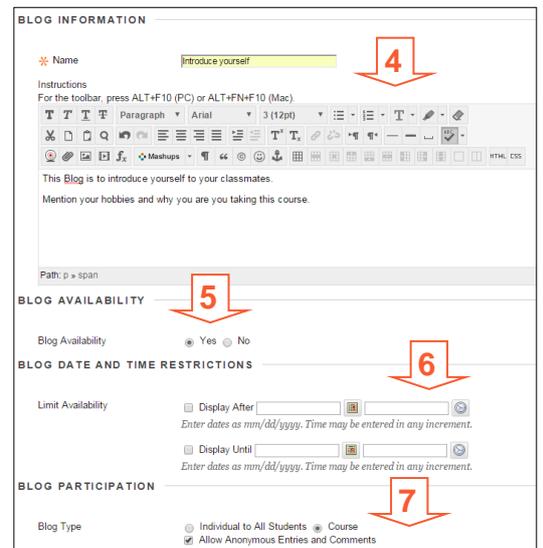
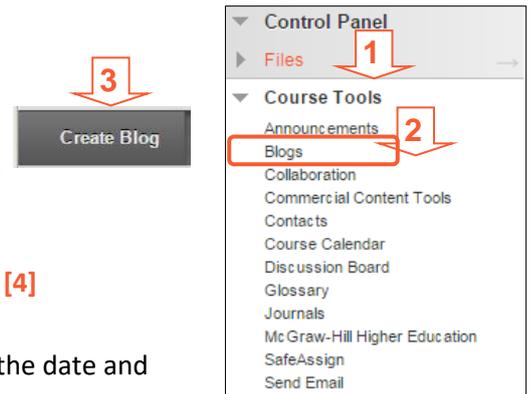
III. BLOGS

A blog is a personal online journal that is frequently updated and intended for general public access and use. It has commenting system, so that students can respond to and interact with one another. Blogs encourage students to clearly express their ideas and addresses the need to expand various aspects of social learning. Moreover, they are an effective means of gaining insight into students' activities and provide a way to share the knowledge and materials collected.

The below steps are fundamental of Blogs; for more Information please refer to the **Blogs** chapter in the [Online Instructor Guide](#)

A. How to Create a Blog Topic

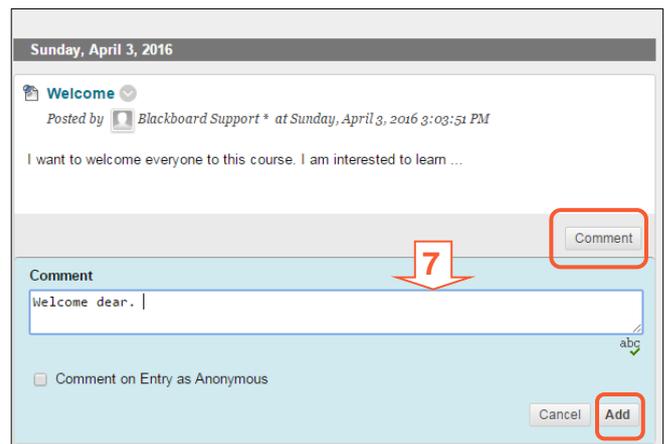
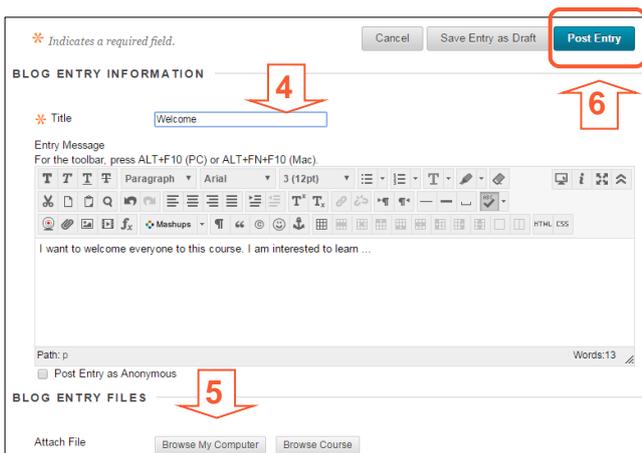
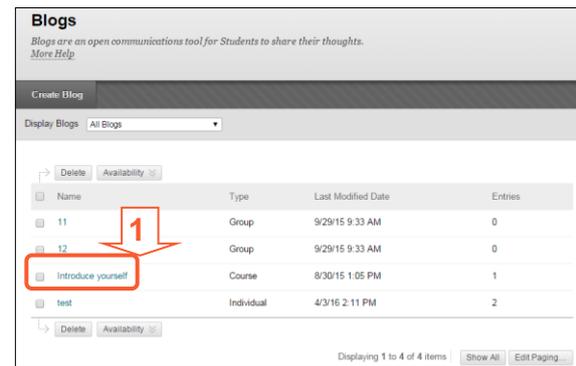
- Click on **Course Tools** from **Control Panel** [1]
- Click on **Blogs** [2]
- Click **Create Blog** on the action bar [3]
- On the Create Blog page, type a name and optional instructions. [4]
- Make the blog available. [5]
- Select the Display After and Display Until check boxes to enable the date and time selections. [6]
- In the Blog Participation section, decide if the blog is for **individuals** or the **course**. You may also allow some anonymous posting. [7]
 - **Course Blogs:** All course members can add blog entries and comment on blog entries.
 - **Individual Blogs:** Each course member can add entries only to their own blog. All other members can view and add comments to it.
 - **Group Blogs:** IF groups are created, Blogs tool will be automatically available to the group where All course members can view group blogs, but non-group members can only add comments.
- In the Blog Settings section [8]:
 - Select **Monthly** or **Weekly Index** Entries (*Indexing will organize entries by the chosen time-frame*).
 - Optionally, select check boxes to allow users to edit and delete entries, or delete comments.
- In the Grade Settings section [9]:
 - Select **No grading** or the **Grade** option and type the number of Points possible. After you enable grading, a column is created automatically in the Grade Center. It is permanently gradable, and you cannot change the setting to No grading.
 - Optionally, select the check box for Show participants in "needs grading" status and from the drop-down list, select the number of entries required.



- Optionally, add a rubric. To learn more, see [Rubrics](#) guide.
- Click Submit.

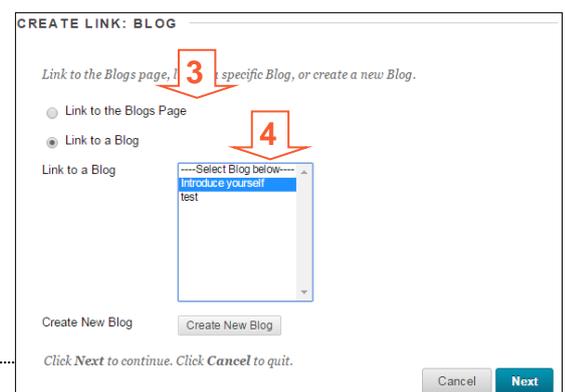
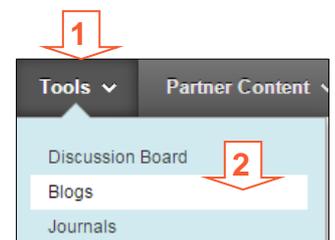
B. How to Create Blog Entries & Add Comments

- Access the Blog page from
 - course tools >> Blogs >> click on blog title name [1]
 - or click on the blog link from the content area at which you deploy the blog [2]
- On the blog's topic page, click Create Blog Entry on the action bar. [3]
- On the Create Blog Entry page, type a title and entry message [4].
- Optionally, browse for a file to attach [5]
- Click Post Entry to submit the blog entry or click Save Entry as Draft to add the entry later. [6]
- To Comment on a Blog Entry, Click Comment following the user's entry and type a comment then click Add. [7]



C. How to Add a Blog Link to the content Area

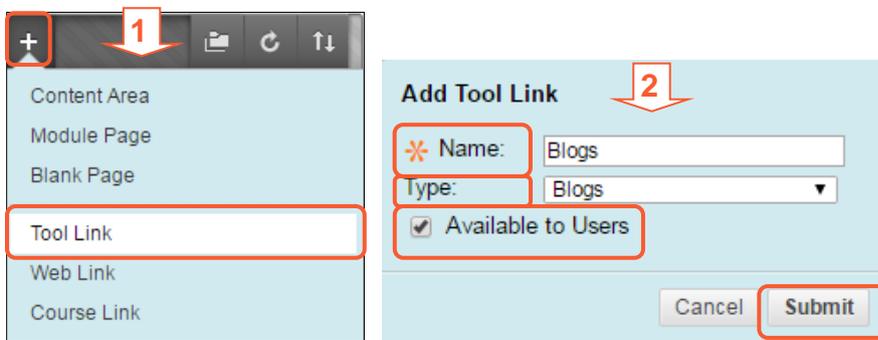
- Access content area where you want to post the Blog (ex. Assignments)
- Click Tools Link [1], then Click Blogs [2]
- To link to Blogs page; select Link to the Blogs Page [3]
- To link to a specific created blog; select Link to a Blog and then select the desired blog from the menu [4]
- Click Next
- For Available, select Yes



- Optionally select the display after and display until to restrict the availability dates for the blog
- Click Submit

D. How to Add a Blog Link to the Course Menu

- Hover your computer's cursor over the "+" icon located in the upper-left corner of your Course Menu [1]
- Click on Tool Link [1]
- Type in a name for the Link, for example "Blogs" [2]
- Type: Click on the drop-down menu and select "**Blogs**" from the list of options. [2]
- Click the checkbox next to "**Available to Users**" to make the link immediately available to your students [2]. If you don't check this, the link will not be visible to your student--but, you can always edit the "**Show/Hide**" option for the link later.
- Click the Submit button to create the link [2]
- The Blog link you just created should be at the bottom of your Course Menu and you can now drag-and-drop the tool link wherever you would like it to appear in the Course Menu.



IV. FOR HELP

