



ANGEL – COMMUNICATION

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Contact:

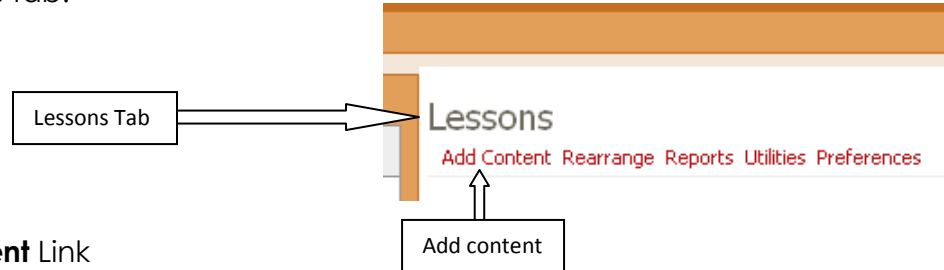
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Discussion Forums in ANGEL

TIP: The discussion forum is the heart of the online class. This is the default tool for interaction and most assignments. Some courses use no drop boxes whatever, because formal papers can be attached to discussion boards.

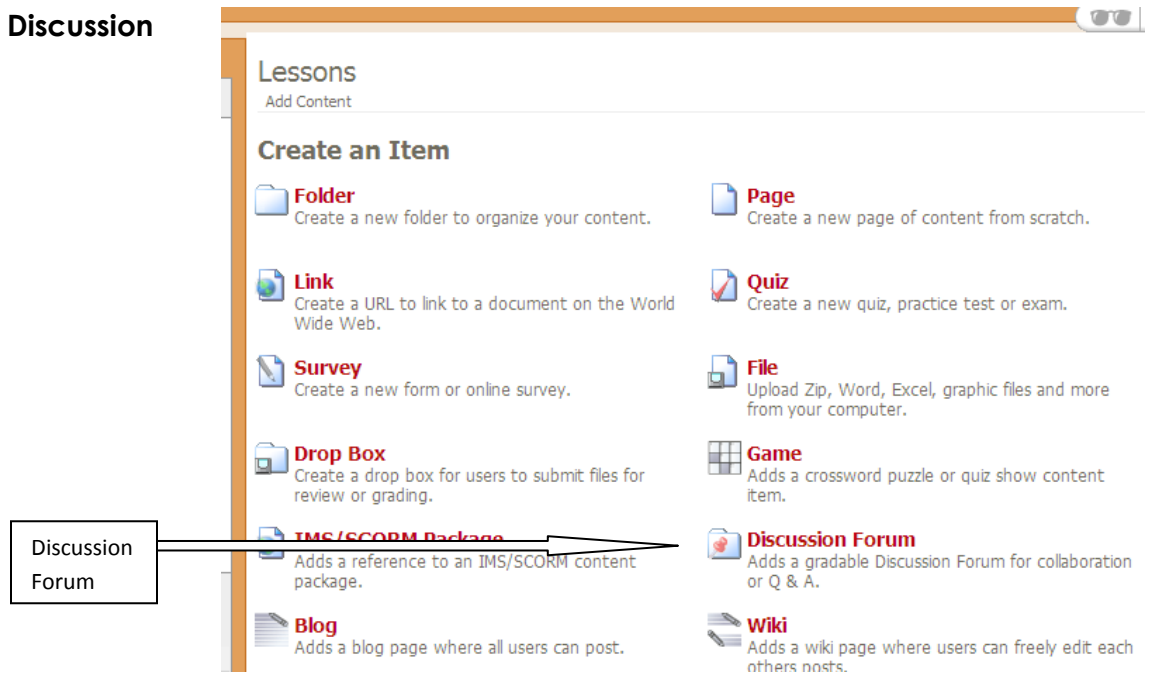
To create a discussion forum in ANGEL:

1. Click on the **Lessons** tab.



2. Click the **Add Content** Link

3. Click on the **Discussion Forum** link.



4. On the *New Discussion Forum* screen, select the **Advanced settings** options at the top. Then:

From the **Content** tab:

Enter a title for the forum, a subtitle (to provide additional information about the forum if necessary), and type directions if necessary. Adjust additional options as desired.

From the **Access** tab:

Set date and time restrictions for the forum, and select which teams are able to view the forum.

From the **Post Permissions** tab:

Ensure that students are able to *Read, create a New Post* and *Reply*.

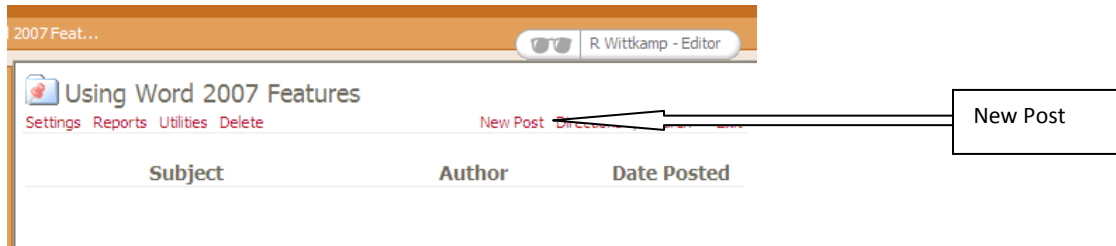
From the **Assignments** tab:

If students are earning points for the discussion, select *New Assignment* from the Assignment menu under Gradebook Settings. Enter a title for the assignment, select its category, enter the number of points possible, select First Submission for *Calculation Type*, and then click **Save**.

The discussion forum has been created!

Posting on the Discussion Forum

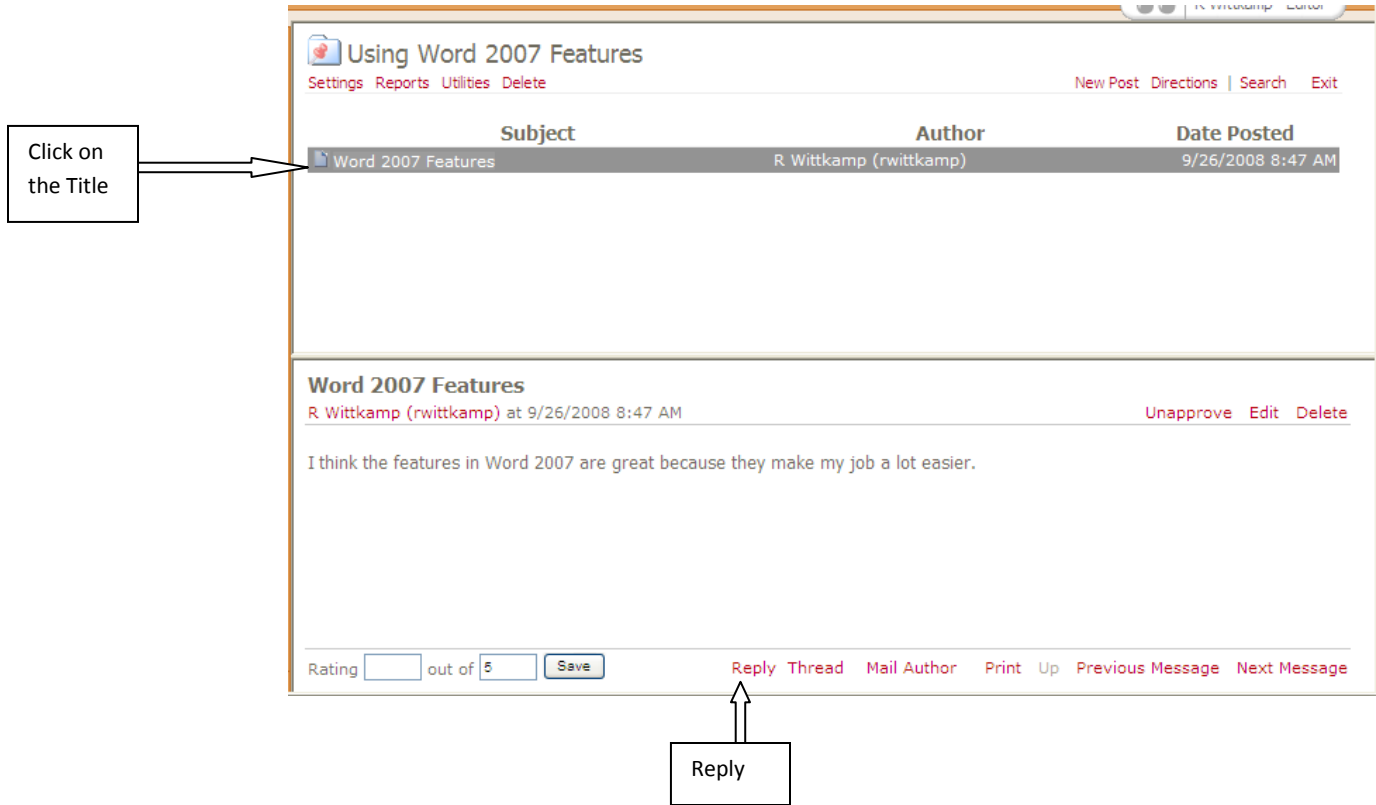
1. To add a new post to a discussion forum, access the forum by clicking on its title. Then, click the **New Post** link near the upper right corner of the forum.



2. Enter the subject and message of the discussion post. The HTML editor is available for incorporation at more advanced formatting in the post. Finally, click the **Save** button. The post will be added to the discussion forum.

Viewing a Post

To view a discussion board post, simply click on its title. The post will appear in the bottom frame of the screen.



Replying to a Post

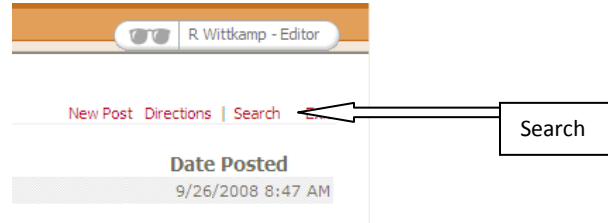
With a discussion post visible in the bottom frame, click the **Reply** link at the bottom of the browser window.

TIP: Assign a minimum number of reply posts and give a rubric to indicate expected quality and content to ensure a lively and meaningful interaction.

Navigating the Forum

To quickly navigate through the discussion forum, use the **Previous Message** and **Next Message** links at the bottom of the browser window. Click the *Thread* link to view all messages from a thread on one screen.

To search for a message containing a particular word or to search for a message from a particular student, use the **Search** link near the top of the window.



Viewing (Collecting) All Posts

1. From the discussion forum, click the **Utilities** link near the top of the window.
2. Click the **Print Discussion Forum** link.
3. Select the threads desired and click the **Print Threads** button.

TIP: Print out the result, or Save it as an HTML page for later viewing off line.

Rating Discussion Posts

ANGEL allows instructors to rate posts as they are read and store the rating for use during the grading process.

1. With a message open, add a **Rating** near the bottom of the browser window.



The screenshot shows a browser window displaying a discussion post. The post title is "Using Word 2007 Features" and the author is "R Wittkamp (rwittkamp)". The post content is "I think the features in Word 2007 are great because they make my job a lot easier." At the bottom of the post, there is a rating interface with a "Rating" label, a text input field, and a "Save" button. An arrow points from a box labeled "Rating" to the input field. The rating interface shows "Rating" followed by an empty input field, "out of 5", and a "Save" button. To the right of the rating interface are links for "Reply", "Thread", "Mail Author", "Print", "Up", "Previous Message", and "Next Message".

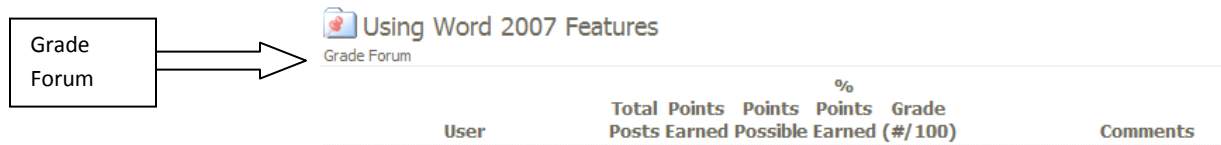
2. Click the **Save** button to save the rating.

Grading Discussion Forums

Ratings are a very helpful way to record the quality of students' posts and assign students points for discussion board participation.

1. With the discussion forum open, click the **Utilities** link near the top of the screen.
2. Click the **Grade Forum** link.
3. ANGEL displays the number of times the student has posted, the points earned (the total number of "rating points" assigned), the points possible (the number of students posts receiving a rating multiplied by the highest possible rating value), the % points earned (rating points/possible rating points), and a field for the grade. Enter the number of points each student earns and feel free to add comments.

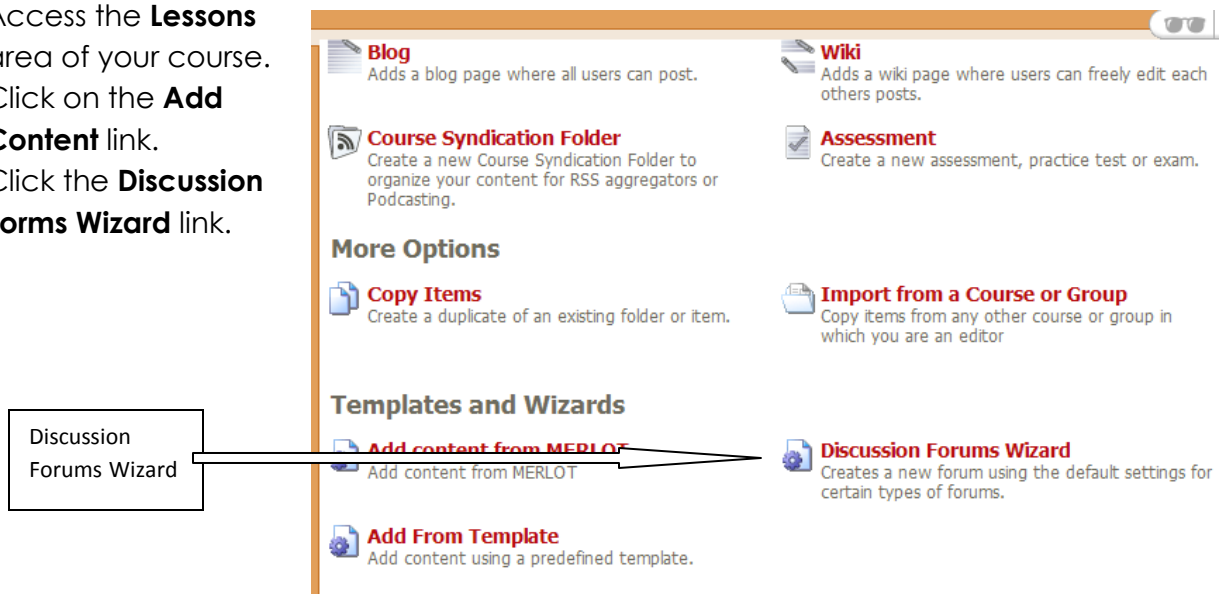
TIP: You can see all of a students' posts in the grade column by clicking on the student's name, then enter a grade, if you do not rate posts beforehand.



Special Discussion Formats

ANGEL has created special formats for discussion forums that can be useful for engaging students. To access the special format discussion forums:

1. Access the **Lessons** area of your course.
2. Click on the **Add Content** link.
3. Click the **Discussion Forms Wizard** link.



- A new screen will appear with three different discussion forum formats:
 - Fishbowl:** designate certain individuals as being “inside” the fishbowl. These individuals can view, post, and reply to messages. Individuals “outside” the fishbowl can only read discussion posts but cannot add posts.
 - Hot Seat:** Selected users can post top-level posts as questions, and only students designated as being “on the hot seat” can reply.
 - Required Post:** Students are unable to view posts on the discussion **until** they post an initial message on the discussion board.

After selecting the desired format, click the **Continue** button.

- Follow the screens to customize the forum instructions, team membership, and student posting rights. At the end of the wizard, Click Create Form.
- Access the forum from the Lessons tab and review and adjust the settings as needed.

TIP: Use required post if it is important that students come up with their own ideas. Don't use it if there will be late initial posts but on-time reply posts from the same students.

Communication Tools with Optional Grading

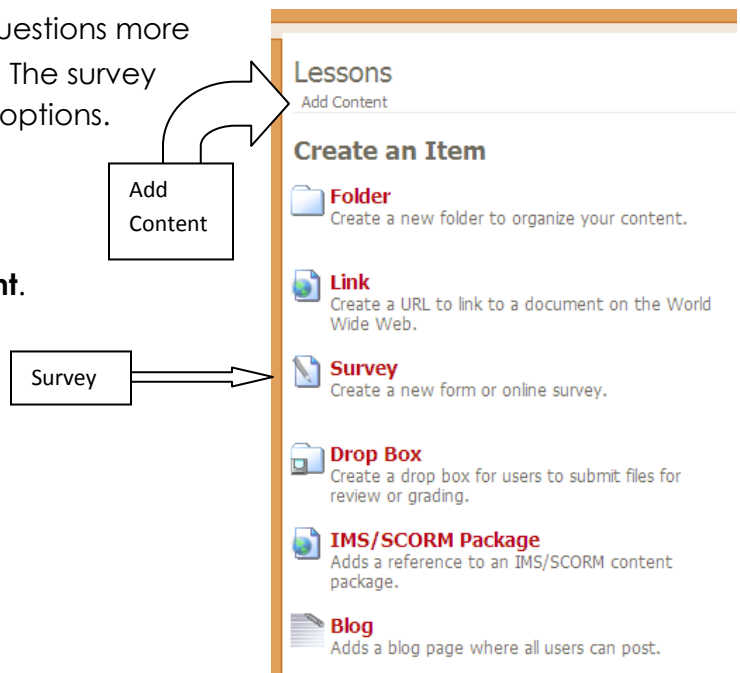
ANGEL offers several other formats for student interaction. Grading is optional and manually entered, rather than supplied with advanced ANGEL grading options.

TIP: These tools would probably best be used for content given only a participation or completion grade, since there are no tools in ANGEL for individual grading from these content types.

Survey: A survey allows the instructor to ask questions more open-ended than typical quiz or test questions. The survey features short answer, Likert Scale, and choice options.

Creating a Survey

- In the **Lessons** tab, choose **Add Content**.
- Select **Survey**.
- In the settings tab, name the survey.



4. To create a column in the gradebook for the survey, go to the assignments tab and complete the gradebook settings. Under "calculation type," no matter what is selected, manual calculation will be the only way to enter scores.
5. Push **Save**.
6. ANGEL will take you to a screen where you can add questions to your survey. Choose **Add Question**.
7. Choose the question type.
8. Enter your content in the appropriate boxes and push save. Then add more questions until you complete your survey.

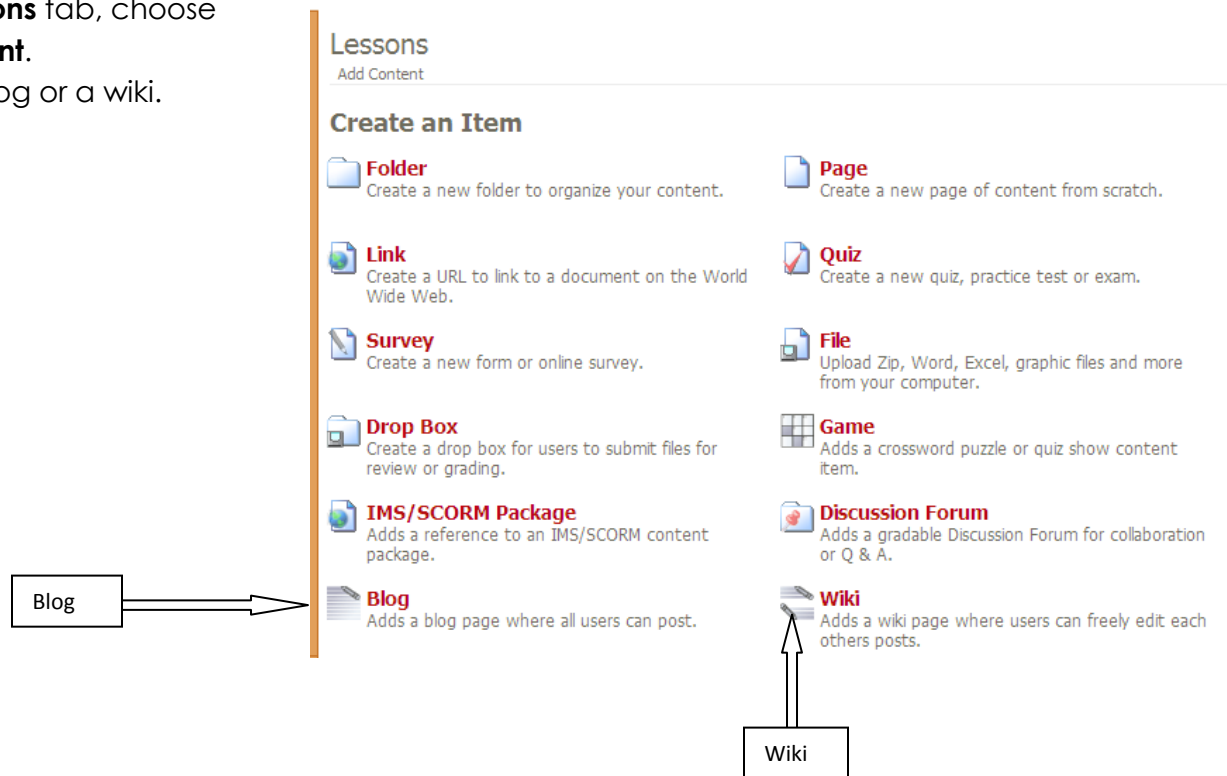
TIP: Because it looks different from a test and gives no score result to the student, the survey causes little alarm among students and can be used for a CAT or other informal assessment of student progress, problems, comprehension, or attitude. The anonymous submission option maximizes this effect and can be used when points will not be given.

Blog: A blog allows students and the instructor to post some piece of material and then receive comments from classmates and the instructor.

Wiki: A wiki allows participants to post material which can then be edited, amended, supplemented, or deleted by other participants. Comments can also be left on each entry, and those comments can be edited just like the initial posts.

Creating a Blog or Wiki

1. In the **Lessons** tab, choose **Add Content**.
2. Select a blog or a wiki.



3. In the settings tab, name the blog or the wiki.
4. To create a column in the gradebook for this item, go to the assignments tab and complete the gradebook settings. Under "calculation type," no matter what is selected, manual calculation will be the only way to enter scores.
5. In a blog or wiki, enter an initial "Welcome" message.

TIP: Leave the name Welcome on the first message, or name the message "instructions," and put the directions to the students in that message. Do not put directions into the page text box in the settings tab – those do not link to the wiki or blog itself.

Assigning Scores for Surveys, Blogs, and Wikis

If you would like to give points based on completion, participation, or quality of answers in a survey, blog, or wiki, go to Manage, Gradebook, and then choose "by assignment."

Choose the survey, blog, or wiki from the drop-down menu.

Enter scores for each student.

TIP: Blogs can also allow students to express opinions outside of a formal assignment, allowing additional interaction and reaction. A blog could be used to supplement a formal assignment with progress reports, reactions, review, self-grading, etc.

TIP: A wiki can be used for a group project or for a student-created resource. The entire class can collaborate to prepare one document, such as a list or resource links.

Tools In the Communicate Tab

TIP: These tools are for communication only and do not contain any grading element.

Course Mail:

You can send course mail to select students or all students in the class from the Course Mail area of ANGEL. Course mail sent from within ANGEL remains in ANGEL and is not accessible via external e-mail service providers. Instructor and students must log into ANGEL to read or send course mail. This means that course mail is FERPA compliant.

Announcements:

Announcements are messages that appear on the course page (the first viewed page when a course name is clicked). Announcements can be displayed to all users in a course, to specific teams, or even to specific individual students.

TIP: Use announcements only for urgent news; overuse trains students to ignore announcements.

Polls:

Polls are one-question surveys that can be posted on a course front page. Polls can be used as a fun way to engage students with course content, especially in expression of reactions.

TIP: Avoid polls with no connection to course content as this may train students to ignore polls.

TIP: Students enjoy being asked for an opinion on minor course management issues, such as the postponement of a due date.

Live Chat:

Live chat can be created with a specific title and a start/end time to encourage student attendance. From the Communicate tab, click the **Edit** button in the *Live Chat* header to create a new live chat session.

TIP: You can schedule optional Q&A sessions for live chat.

Live Office Hours:

Office hours can be scheduled for when the instructor will be online on ANGEL and available for online chat. Office hours can be set up on a recurring schedule. In contrast to the live chat, which is a group chat, live office hours allow for an instructor to chat individually with a particular student.

TIP: Use office hours rather than chat when privacy is required (such as for an individual conference).

TIP: You can offer live office hours (or phone calls) as an option to a face to face conference.