

▶ Login & Turn Editing On	
<ol style="list-style-type: none"> 1. In IE or FireFox, go to : http://smccd.mrooms.net/ Log in using your G number and 6-digit birthdate MMDDYY. (You can change this.) 2. Select link and click Turn Editing On button 	
▶ Forum Uses	Podcast 21
Resource sharing	Office Hours
Frequently Asked Questions	Debates
Reading Study Groups	Reviews
Publishing finished work	Interviews
▶ Forum Tips	Podcast 22
<p>A forum works well when:</p> <ol style="list-style-type: none"> 1. forum settings are carefully configured to its intended instructional function. (Form follows function.) 2. specific instructions & expected outcomes are set.* 3. student guidelines are detailed (See Forum policy.) 4. student participation is linked to assessment * <p>*See "Group Discussion Techniques", "Forum Policy", "Online Rubrics" and "Assessment and Online Discussion" in the WebAccess Faculty Tutorials.</p>	
▶ Create a Forum	Podcast 23
<p>Select Forum option from Add an activity menu in the topic or weekly section to which it will be included.</p> <ol style="list-style-type: none"> 1. Enter forum name. (Begin with "Forum – ") 2. Determine Forum Type: <ol style="list-style-type: none"> a. single simple type b. each person posts one discussion c. Q & A forum d. standard forum for general use 3. Set the forum assignment. Be very specific. See examples in WebAccess tutorials. 4. Set student posting access/restrictions 5. Set subscription (No, or Yes, initially) 6. Set maximum attachment size. (Be conservative.) 7. Turn "Rating" on or off. 8. Set maximum # or posts per student allowed 9. Click help signs ? to find out more about options. 10. Save Changes. 	

▶ Use a Forum	Podcast 24
<ol style="list-style-type: none"> 1. Select the forum link. 2. Click "Add a Topic". To initiate the forum. 3. A new "Discussion topic" appears on top left. 4. Select a "discussion topic" to read the message. 5. Select the "reply" link at the bottom to reply. 6. You have 15 min. to edit a topic, message or reply. TIP: to restrict the number of topics in a forum, set forum preference to: Can a student post? "No discussions, but replies allowed." 	
▶ Subscribe to a Forum	Podcast 25
<p>When a person is subscribed to a forum it means that they will be sent email copies of every post in that forum (posts are sent 15 minutes after post is written). People can usually choose whether or not they want to be subscribed to each forum.</p> <p>If an instructor forces subscription on a particular forum, then this choice is taken away and everyone in the class will get email copies (useful in the News forum at the beginning of the course before everyone has figured out they can subscribe to these emails themselves.)</p> <p>Subscription settings:</p> <ul style="list-style-type: none"> • Subscribe/Unsubscribe top right of forum page. • Forum Digests are set in Edit Profile page. • Forum Tracking is also set in Edit Profile page. 	
▶ Chat Tips	Podcast 26
<p>Chat works well when the:</p> <ol style="list-style-type: none"> 1. number of participants is limited (i. e. good for small group work or office hours) 2. participants read previous posts when joining an ongoing discussion 3. protocol is set in advance - formal vs. informal "chat" language; (share permissible abbreviations) 4. instructor sets clear expectations for outcomes 5. participants contribute comments relevant to topic 6. participants refrain from dominating conversation 7. all students involved participate 8. student participation is linked to assessment. * 	

▶ Create Chat	Podcast 27
<p>Select Chat from Add an activity menu.</p> <ol style="list-style-type: none"> 1. Name: Create a name for this chat room; 2. Introduction Text: write specific instructions and expected outcomes of the chat session 3. Next Chat Time: set time 4. Repeats: set repeats (e.g. office hours) 5. Save Past Sessions: (indicate no. of days) 6. Everyone can view past sessions: yes / no 7. Save <p>Note: the chat session will appear in the Calendar.</p>	
▶ Use Chat	Podcast 28
<p>Copy the URL of the web page into your "clipboard". Select Chat option from Add an activity menu.</p> <ol style="list-style-type: none"> 1. Select chat link; 2. Read previously posted lines 3. Enter text in field at bottom of window. (Be concise.) Hit return key to post 4. Your view updates periodically. Be considerate of people on slower Internet connections. 5. Avoid the beep function. It freezes the room. 6. Instructor: select save options from chat prefs. 	
▶ Choice Uses	Podcast 29
<p>The instructor asks a question and specifies a choice of multiple responses. It can be useful as a quick poll:</p> <ol style="list-style-type: none"> 1. to stimulate thinking about a topic 2. to vote on a direction for the course 3. to gather research consent 4. to collect feedback after an event or lesson. 	
▶ Create Choice	Podcast 30
<p>Select Choice option from Add an activity menu.</p> <ol style="list-style-type: none"> 1. Choice Name: Create a name for this activity; 2. Choice Text: enter text, a question 3. Choices: enter student options to your question. 4. Set time period, display and publish modes, privacy and update choice options 5. Save changes 	