



**Center for Scholarship in Teaching and Learning
Southeast Missouri State University**



Online Instructor Suite

Forum Advanced



**Dave Reinheimer
Marcio Vieira**

Last Revised Monday, May 24, 2004

Table of Contents

Overview	2
The Forum Client	3
Selected Posts	3
Private Feedback from the Instructor	3
Assigning Scores to Multiple Messages.....	5
Marking Messages as Read or Unread.....	6
Printing Discussions, Topics and Messages.....	6
Expanding and Collapsing Message Nodes	7
Changing the Display Order of Discussion and Topics.....	8
Reloading Forum Information from the Server.....	8
Forum Properties	9
Availability Tab	9
Automatically Opening and Closing Discussions and Topics.....	9
Assigning Permissions to a Discussion or Topic.....	10
Advanced Properties Tab.....	11
Rules.....	12
Recalculate all Counters.....	12
Mark Messages as Late.....	12
Grading Tab.....	13
Grading and Statistics	14
Assigning a Score to a Message.....	14
Assigning Scores to Multiple Messages.....	15
Viewing Statistics	16
Publishing Grades to GradeA.....	19

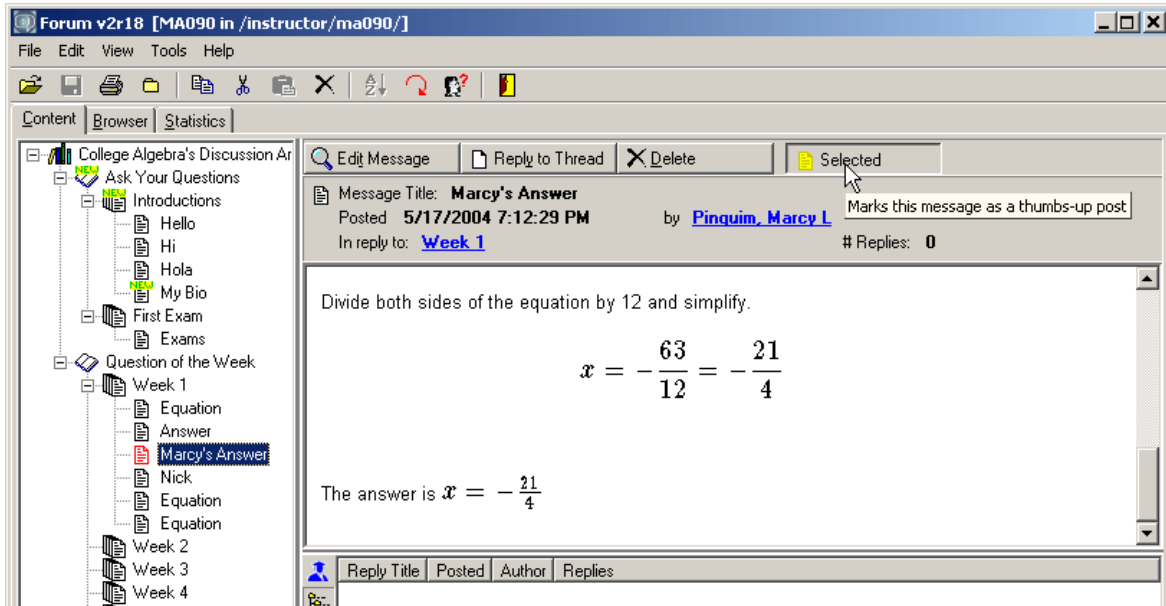
Overview

In the first two Forum manuals, you learned how to set up asynchronous discussions for your class and basic management techniques for your Class Forum. This manual will cover advanced management techniques for your Forum: advanced properties, including granting permission and limiting availability; grading messages and providing students with online feedback; advanced interface tasks; and publishing grades from Forum to GradeA.

The Forum Client

Selected Posts

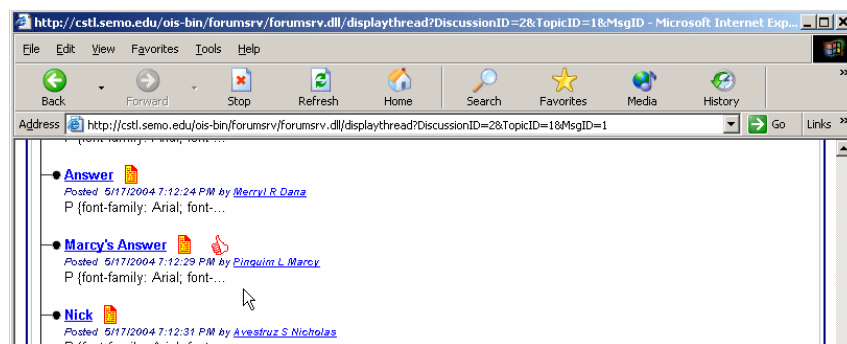
You can mark particularly exemplary messages as “Selected” in order to, for instance, give students models to work from.



Click on the message title to select it. Then,

1. Click the “Selected” button
2. Save the message by clicking the disc icon in the toolbar.

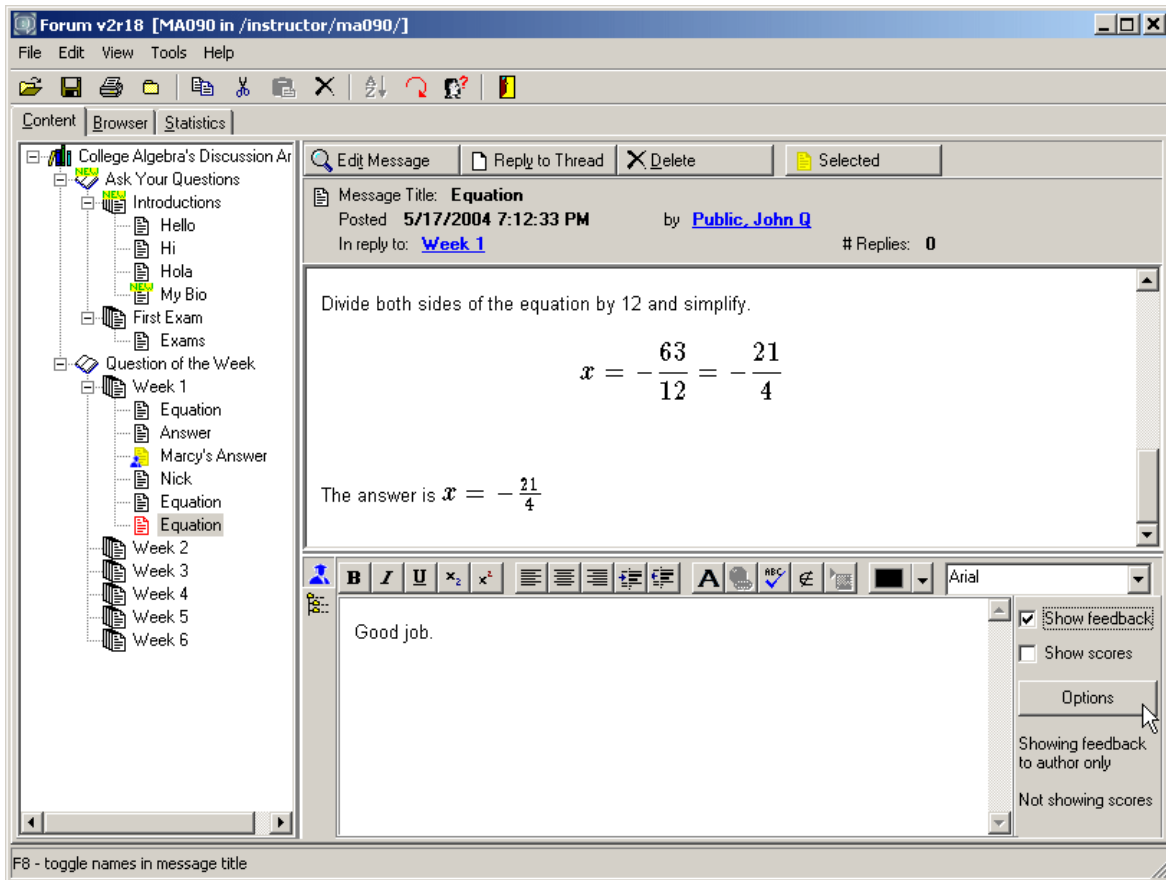
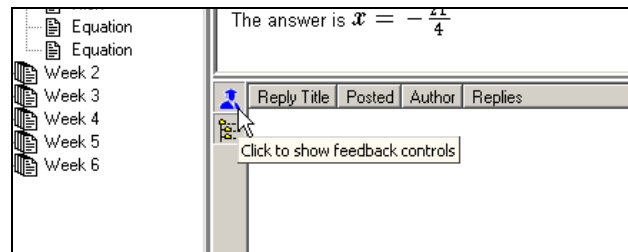
Selected posts will have the 👍 icon displayed with the message title in the student view:



Private Feedback from the Instructor

While you can interact with students simply by participating in the Forum discussion, OIS Forum also allows you to provide students with private feedback regarding a specific message.

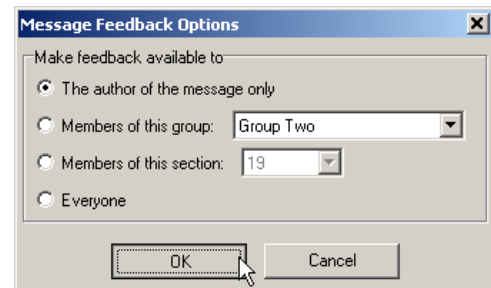
To provide feedback for a message, click on the message title to select the message, and then click the “Feedback” button (if it is not already selected). This will display the “Feedback” text box and options on the bottom right part of the screen.



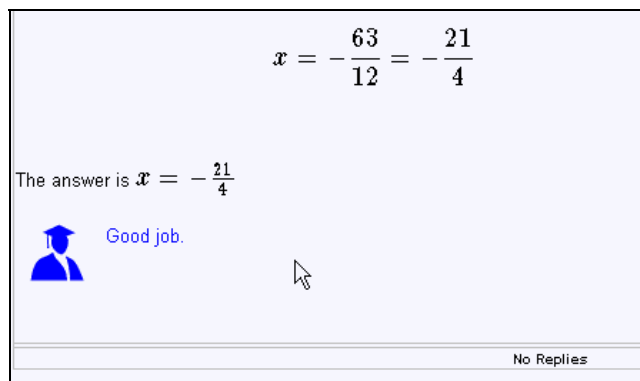
Write the private feedback message in the text box, then click the “Show Feedback” box to make sure your feedback will be displayed to the student.

If you want to control who will be able to see your feedback, click on the “Options” button to select the target audience (by default, only the author of the message will be able to view your private comments).

Click the “Save” button or click on **File | Save** to record your changes.



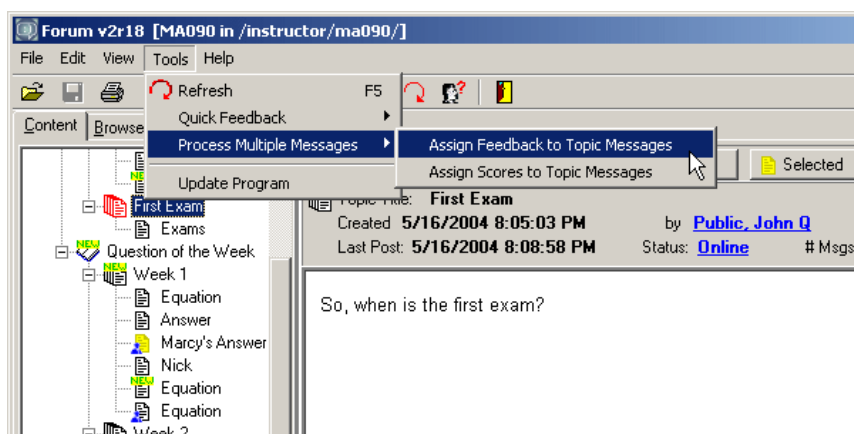
In the student view, when a student accesses the message page, the feedback will appear in blue text next to the blue instructor icon:



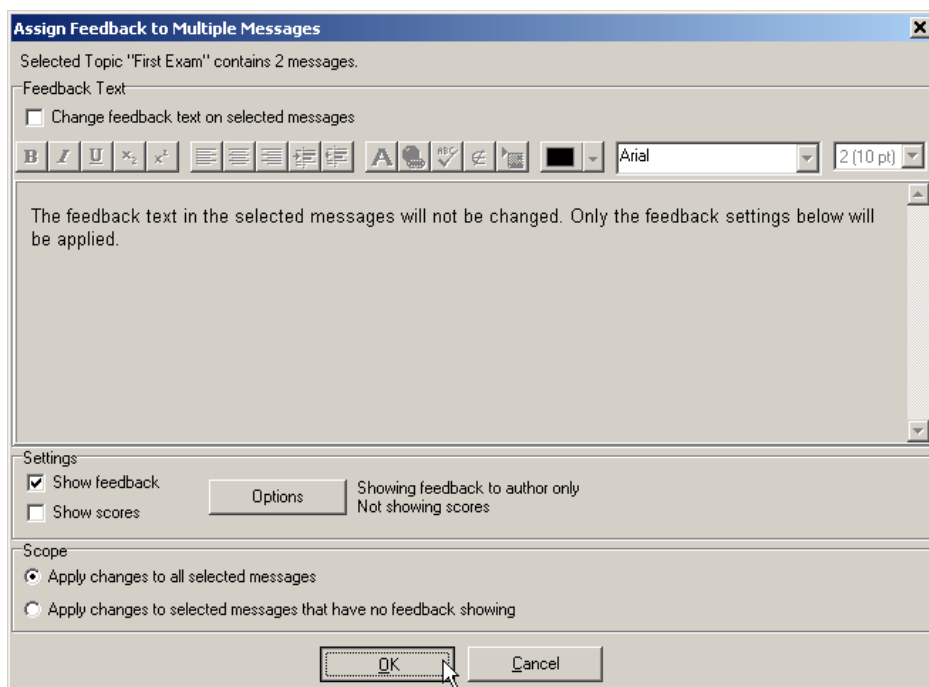
Assigning Scores to Multiple Messages

To assign feedback text to multiple messages and/or check the “Show Feedback” box in multiple messages at once:

1. Select the Discussion, Topic, or thread you wish to grade
2. Choose **Tools | Assign Scores to Messages**



The following window will appear:



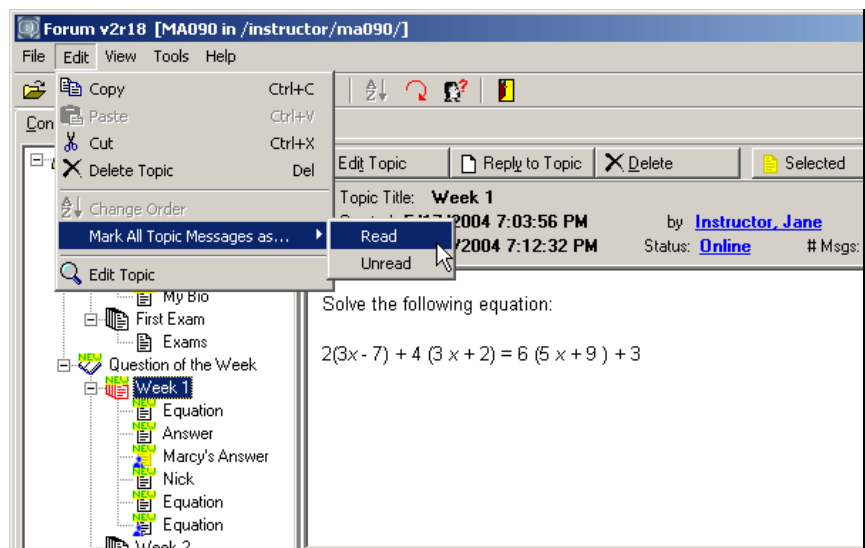
If you want to change (or assign) the feedback text in all messages within the selected area, check the box that says “Change feedback...” If you just want to check the “Show Feedback” or “Show Scores” boxes at once, keep the “Change feedback...” checkbox cleared. Click OK to apply these settings to all messages within the selected scope.

Marking Messages as Read or Unread

Forum automatically marks messages selected in the left pane as “read”. New messages that you have not clicked on yet are marked as “unread” and represented graphically by a green and yellow “new” icon. If you want to mark several messages as “read” or “unread” at once, you can use the “Mark messages as...” feature described below.

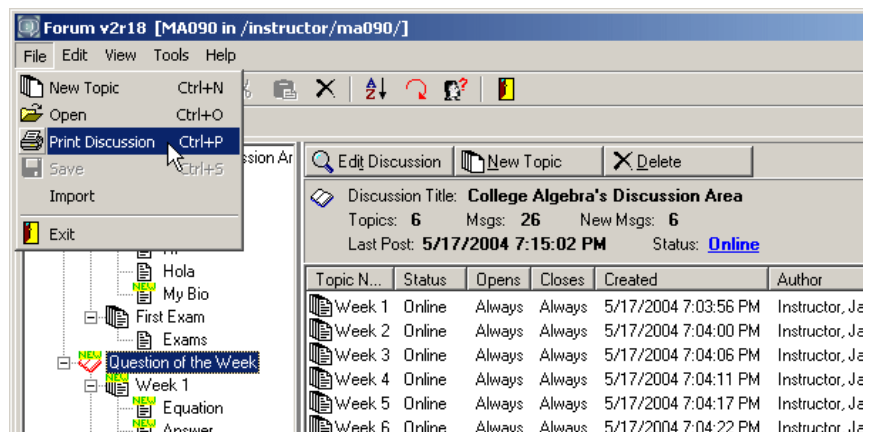
Select a Discussion, Topic, or Thread by clicking on its title.

Then, choose **Edit | Mark Messages As...** and then select “Read” or “Unread”.



Printing Discussions, Topics and Messages

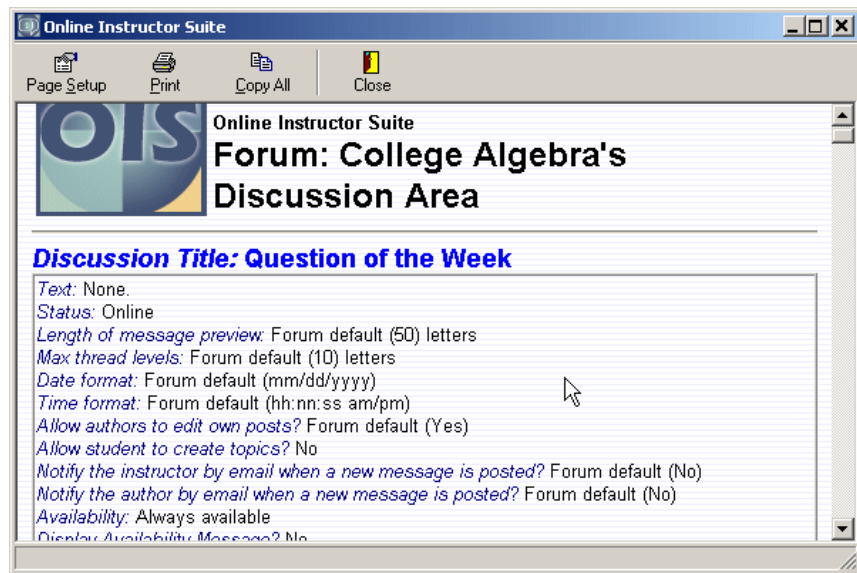
You can print all or selected areas of your Forum by selecting the Discussion, Topic, or Thread in the left pane, then choosing **File | Print**.



This window will appear. To print this window, click "Print".

If you wish to use the content of this window in a text or HTML editor, click "Copy All"; the contents will be copied to the clipboard and can be pasted into a file in another application.

Click "Close" to exit this window.



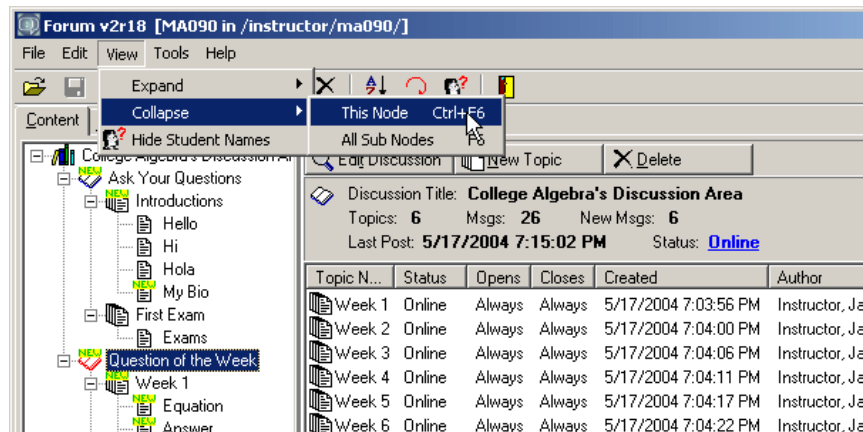
Expanding and Collapsing Message Nodes

You can, of course, expand and collapse individual message nodes in the Forum window by clicking on the "+" or "-" next to the node's title. You can also easily expand or collapse multiple nodes simultaneously.

Select a node by clicking on its title.

To expand all the levels below the selected node,

- Hit F7, or
- Choose **View | Expand | All Sub Nodes**



To expand only the first level below the selected node,

- Hit CTRL+F7, or
- Choose **View | Expand | This Node**

The process for collapsing nodes is very similar. To collapse all levels below a selected node,

- Hit F6, or
- Choose **View | Collapse | All Sub Nodes**

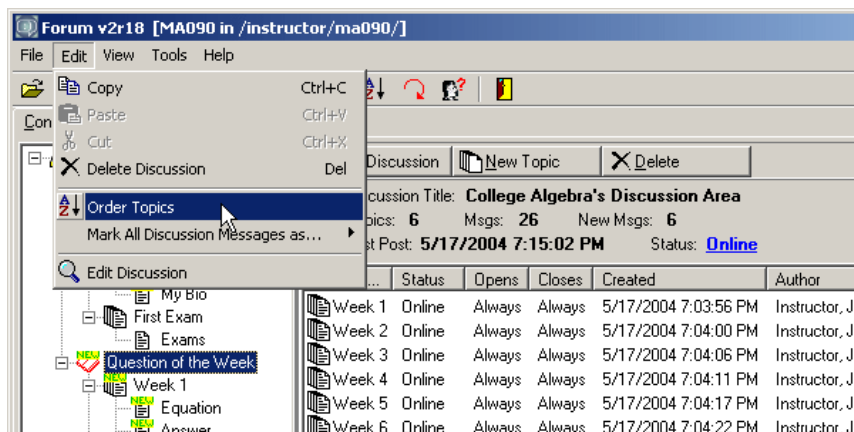
To collapse only the first level below a selected node,

- Hit CTRL+F6, or
- Choose **View | Collapse | This Node**

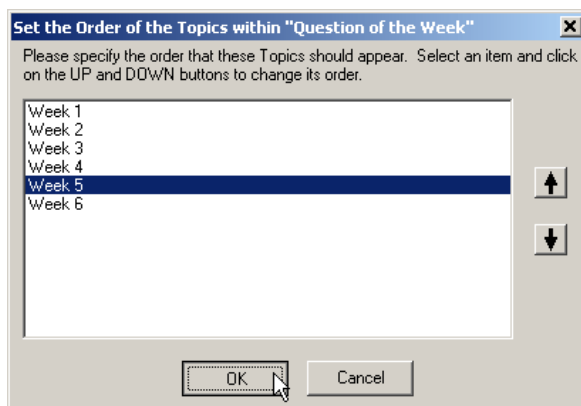
Changing the Display Order of Discussion and Topics

You can easily change the order in which Discussions and Topics are displayed to students after you have created the Discussions or Topics in OIS Forum.

To change the display order of Discussions or Topics, select the Forum or Discussion name in the left pane, and choose **Edit | Order Topics**.



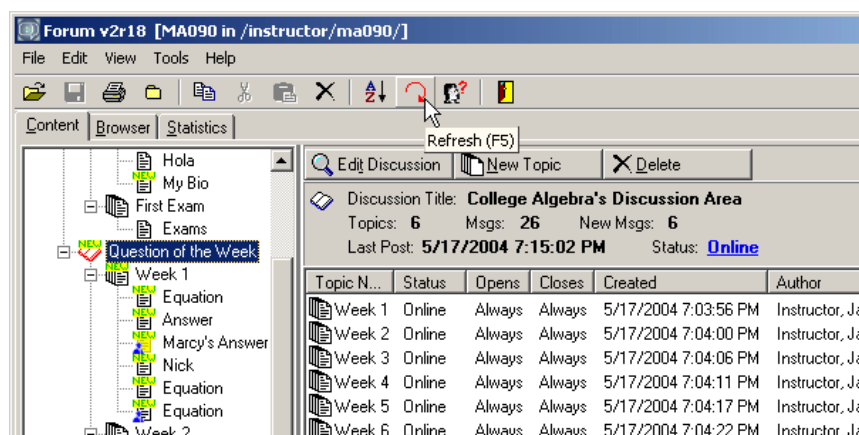
In the "Set Order..." window, select the name of a Discussion or Topic, and move it by clicking the up and down arrows.



When you are satisfied with the order of Discussions or Topics, click "OK".

Reloading Forum Information from the Server

To reload your Forum information from the server, choose **Tools | Refresh** or click the "Refresh" button in the toolbar. Any messages added since you entered the Forum will now be displayed.



Forum Properties

The “Forum Intermediate” manual covered the first two tabs in the Properties window: “Identification” and “Options”. This manual will cover the remaining three tabs: “Availability”, “Advanced” and “Grading”.

Availability Tab

Discussions and Topics can be set to automatically “open” and “close” at specified dates and times and be available to certain students or groups only. The “Availability” tab contains settings that control when and by whom an area can be accessed.

Automatically Opening and Closing Discussions and Topics

Areas with availability dates and times set will remain “offline” (not visible by students) until it “opens”, then it will become “online” (students can post) until the “closing” date, when it becomes “read-only” (reading is allowed, but posting is not).

To enable this feature, check the “Make this topic available” box and enter the beginning and ending dates and times.

To display a message to students indicating the availability of the Discussion/Topic, check the box next to “Display availability message”.

Topic Properties (DiscussionID=1; TopicID=1)

Identification Options **Availability** Advanced

Make this topic always available

Make this topic available from 6/18/2004 at 9:05:44 PM to 5/29/2004 at 9:05:44 PM

This topic will be invisible until the start date/time, and will be closed after the end date/time

Display availability message

Error: beginning date/time occurs after ending date/time.

Permissions

Name	Permission
Everyone	Read and Write

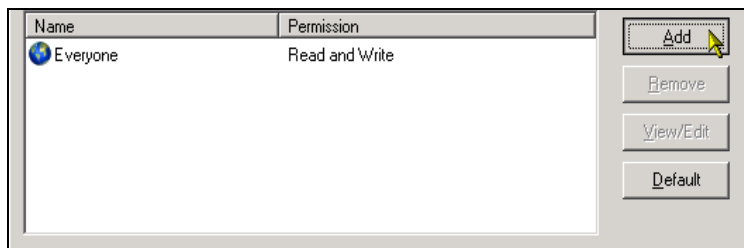
Add Remove View/Edit Default

OK Cancel

Assigning Permissions to a Discussion or Topic

You may wish to limit access to a Discussion or Topic for several reasons: perhaps a given Topic is reserved for small group work or you do not wish students to see other students' posts until a certain time. These permissions are in addition to setting a Class Forum, Discussion or Topic as offline or closed for everyone (see *Forum Intermediate*).

To set permissions for a Discussion or Topic, click the "Add" button next to the Permissions pane.

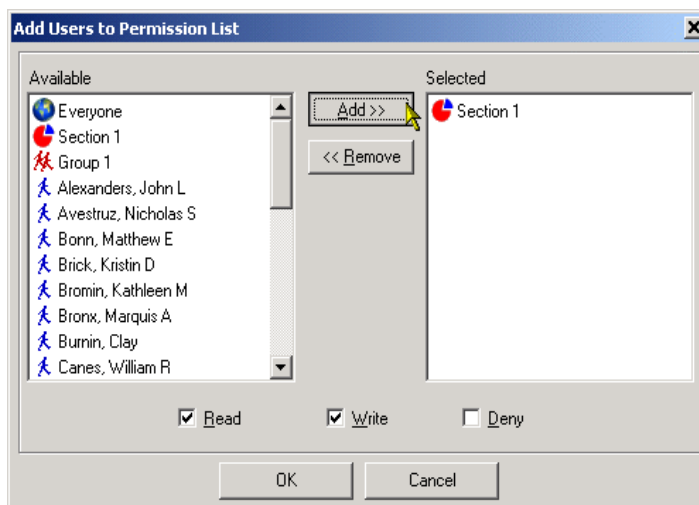


The "Add Users to Permission List" window will display all students and groups defined in the Class Manager in the "Available" pane.

Click on a student or group name to select it.

Click "Add". The name will appear in the "Selected" pane.

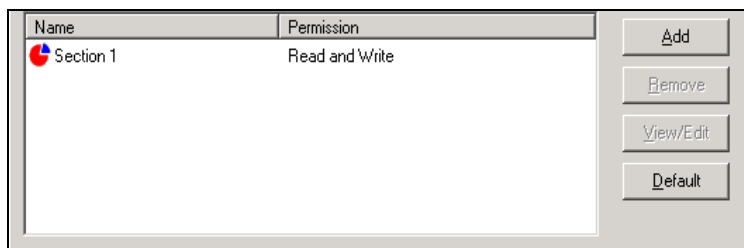
Select the appropriate permissions by clicking the check boxes.



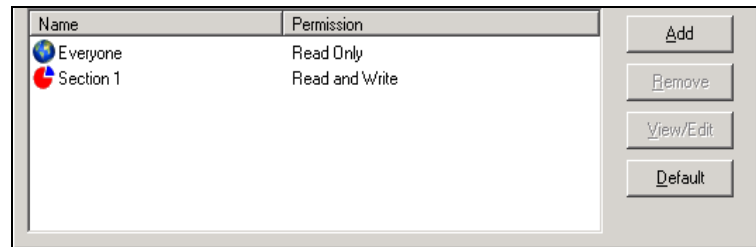
To remove permissions, select the student or group name in the "Selected" pane and click "Remove".

Some common permissions configurations:

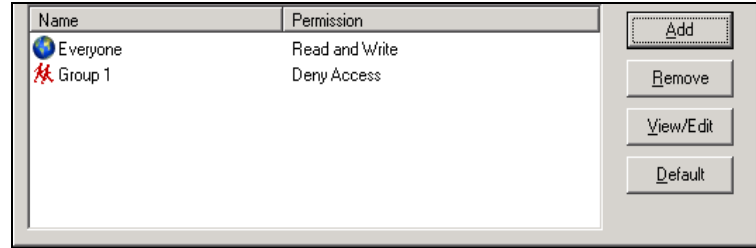
Allow only a section, group or user to read and post messages: Select the section, group, or user and check both "Read" and "Write".



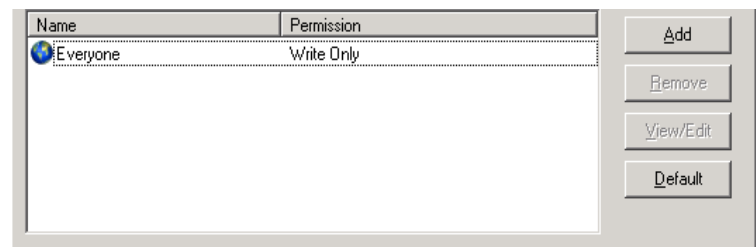
Allow only a section, group or user to post messages, but allow everyone to read them: Select the section, group, or user and check “Read” and “Write”; select “Everyone” and check only “Read”.



Allow everyone to read and post messages, except a section, group or user: Select “Everyone” and check “Read” and “Write”; select the section, group, or user and check “Deny”.



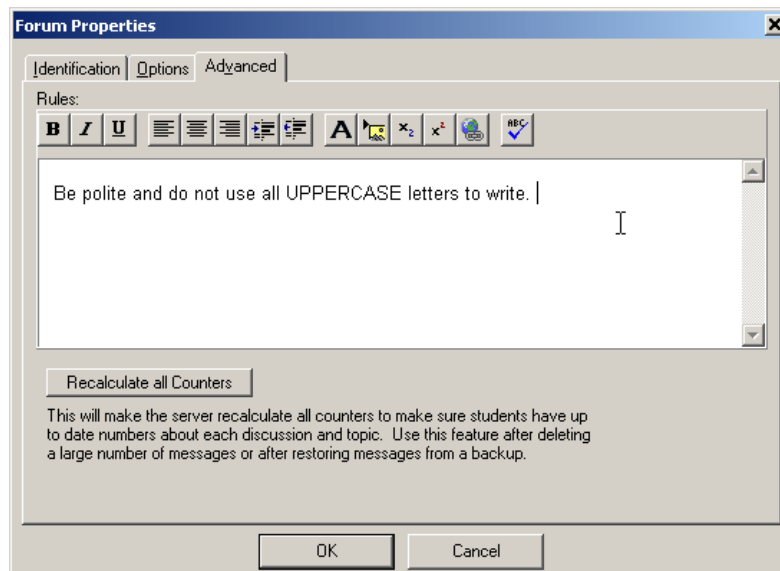
Allow everyone to post messages, but no one can read them: Select “Everyone” and check only “Write”.



This permissions configuration is useful for allowing students to respond to a question without seeing the other students’ responses (thus, you don’t get a series of “piggy-backed” answers). You will have to go in to Forum and change permissions back to “Read” and “Write” for “Everyone” in order for the discussion to continue beyond the original responses.

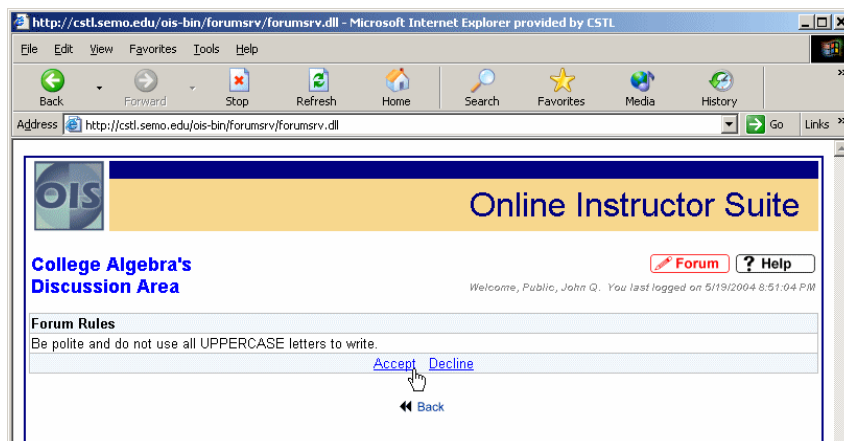
Advanced Properties Tab

To access the Forum Advanced properties page, choose **Edit | Edit Forum/Discussion/Topic**, and then click the “Advanced” tab.



Rules

Allows you to establish rules for student behavior in the Forum. To add rules for a Forum, Discussion, or Topic, type the rules into this text box. When the student logs on to OIS Forum, they will have to accept the rules in order to enter a given Forum, Discussion, or Topic (see figure below).



Recalculate all Counters

NOTE: This option is available as part of the Forum Properties only.

Clicking this button verifies all messages in the Forum and makes sure that all users have correct counters displayed (read and unread message numbers, new messages in each discussion and topic, etc). If you delete discussions, topics, or threads from a Class Forum, or if you import them from another class, you should always recalculate counters.

Mark Messages as Late

NOTE: This option is available as part of the Discussion and Topic Properties only.

If checked, messages posted after the specified date and time will be marked as "late". Late posts will have its date and time printed in red in Forum.

Grading Tab

The Grading tab is available at the Discussion level only.

To enable grading for the entire Discussion, click the check box next to “Enable file grading”.

Define the grading criteria:

- Enter a description for each criterion in the “Criteria Description” field
- Enter the maximum number of points for each criterion by entering a number in the “Points” field or by clicking the up/down arrows.

Discussion Properties (DiscussionID=2)

Identification | Options | Availability | Advanced | Grading

Enable message grading

You can have up to 5 criteria to evaluate each post in this forum. Please enter these criteria below. If you want to copy the criteria from another discussion, click on the "Copy From" button.

Criteria Description	Points	Auto
Correctness	10	<input type="checkbox"/>
Process	10	<input type="checkbox"/>
Creativity	10	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Total points per post: 30

Display grading criteria when students access this discussion

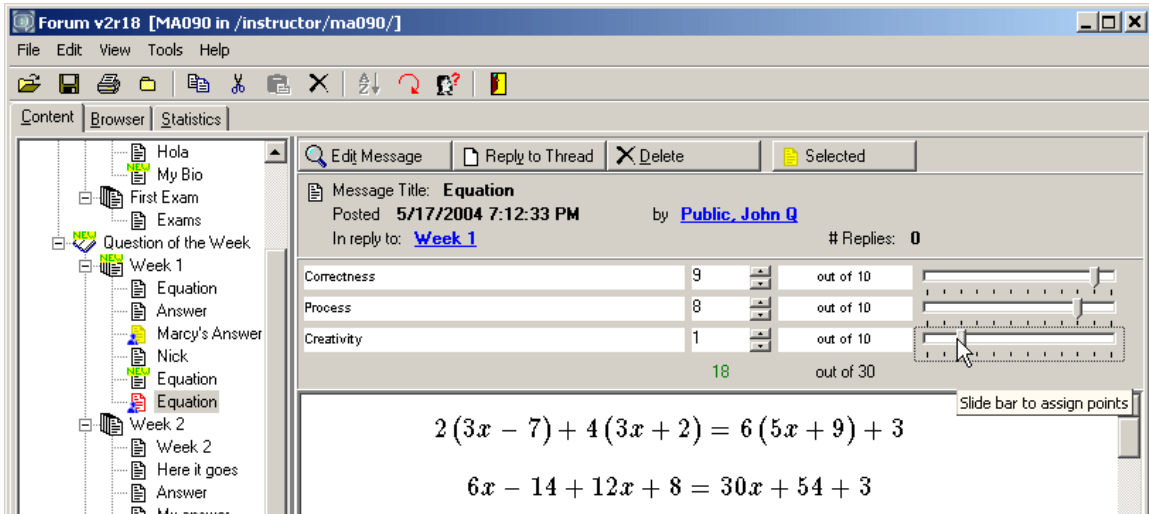
Use the “Copy From” button to copy the criteria information from another Discussion. The “Display grading criteria...” option, if selected, will allow students to see the grading criteria before they upload a file to any Drop Boxes within this Category. If a criterion is marked as “Auto” (box checked), the maximum number of points for that criterion will be assigned to the student upon posting.

Grading and Statistics

Forum allows you to easily set criteria and assign scores to messages in a Class Forum and generate statistics of all student activity; you will then be able to publish scores directly to GradeA.

Assigning a Score to a Message

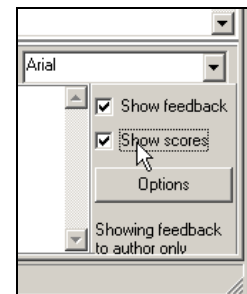
Once you have enabled grading for a Class Forum, the Forum window changes appearance. When you click on a message name in the left hand window, your grading criteria, along with slide bars, will appear in the message properties pane:



To assign scores to a selected message,

1. Assign a score by
 - a. Moving the slide bars up or down to increase or decrease the score
 - b. Typing the score directly into the score text box
 - c. Clicking the up/down arrows next to the score test box
2. Be sure to save the message after assigning the score by clicking on the disk icon in the toolbar.

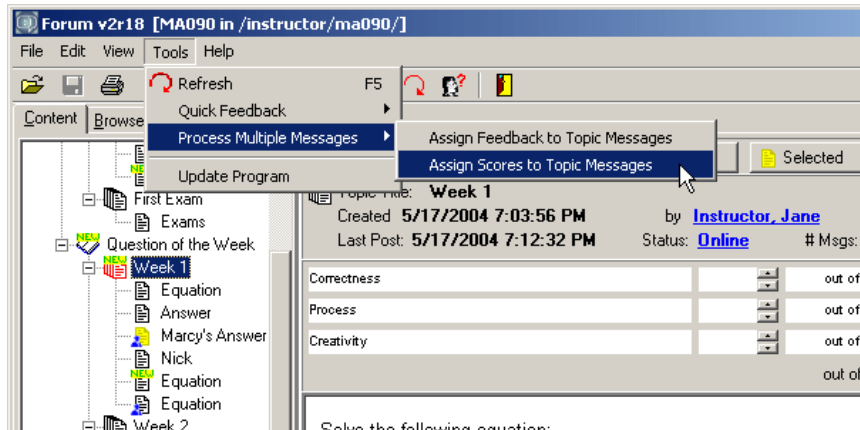
If you want to show the score you assigned to the author of the message, check the "Show Scores" box by the feedback pane (see "Private Feedback from the Instructor" in the beginning of this manual).



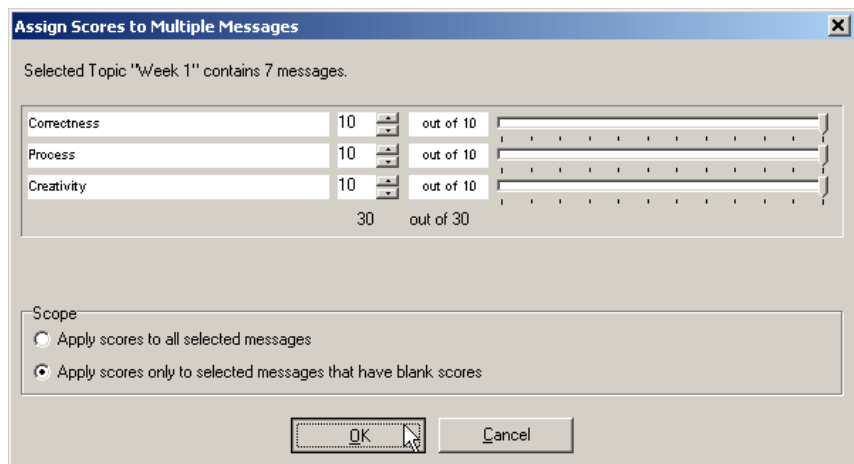
Assigning Scores to Multiple Messages

To assign scores to multiple messages,

3. Select the Discussion, Topic, or thread you wish to grade
4. Choose **Tools | Assign Scores to Messages**

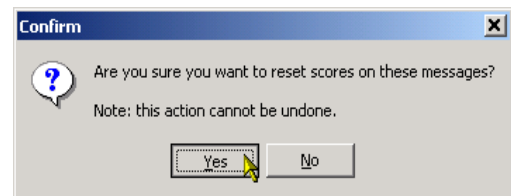


1. Assign a score for each criterion by moving the slide bars, typing in a number, or clicking the up/down arrows
2. Select a Scope by clicking the appropriate radio button



Click "OK".

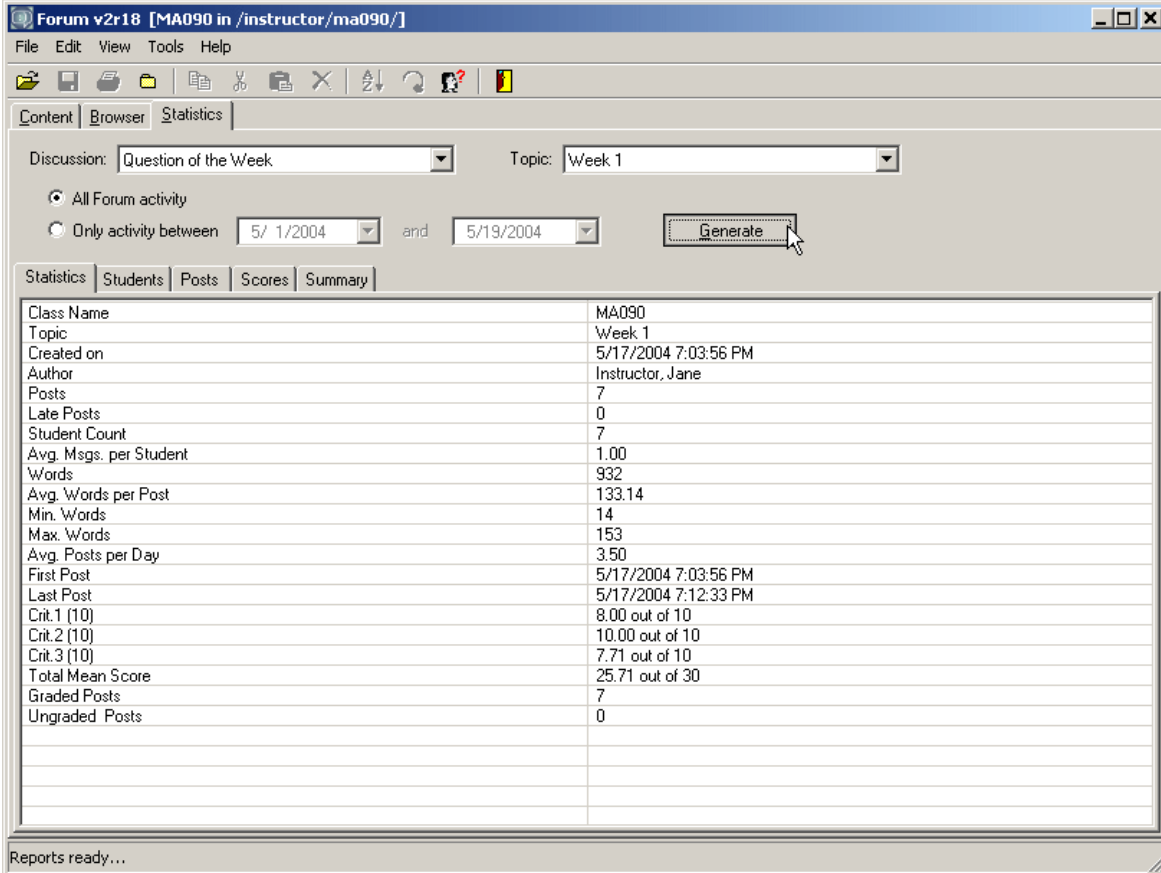
You will receive this confirmation message; click "Yes".



Viewing Statistics

To generate summary statistics for a topic,

1. Click on the “Statistics” tab in the Forum window;
2. Select a Discussion and a Topic from the drop-down menus;
3. Click the “Generate” button.



The screenshot shows the 'Forum v2r18' application window. The 'Statistics' tab is selected. The 'Discussion' dropdown is set to 'Question of the Week' and the 'Topic' dropdown is set to 'Week 1'. The 'All Forum activity' radio button is selected. The date range is set to '5/ 1/2004' and '5/19/2004'. The 'Generate' button is highlighted. Below the controls, there are tabs for 'Statistics', 'Students', 'Posts', 'Scores', and 'Summary'. The 'Summary' tab is active, displaying a table of statistics for the selected discussion.

Class Name	MA090
Topic	Week 1
Created on	5/17/2004 7:03:56 PM
Author	Instructor, Jane
Posts	7
Late Posts	0
Student Count	7
Avg. Msgs. per Student	1.00
Words	932
Avg. Words per Post	133.14
Min. Words	14
Max. Words	153
Avg. Posts per Day	3.50
First Post	5/17/2004 7:03:56 PM
Last Post	5/17/2004 7:12:33 PM
Crit.1 (10)	8.00 out of 10
Crit.2 (10)	10.00 out of 10
Crit.3 (10)	7.71 out of 10
Total Mean Score	25.71 out of 30
Graded Posts	7
Ungraded Posts	0

Reports ready...

To view the summary statistics for a single student's performance,

- Click the “Students” tab in the Statistics window;
- Select a student's name from the drop-down menu.

Statistics | Students | Posts | Scores | Summary

Scoring Options

Method: Only the first submitted message

- Only the first submitted message
- Only the last submitted message
- Only the lowest score
- Only the highest score
- The average score of all messages**
- The sum of all scores

Ignore posts with score of zero

Drop the lowest score

Limit the maximum score to points.

Public posts that have never been published

Username	Full Name	Posts	Late Posts	Topics Created	Replies to Topic	Replies to Thread	Words	Min. Words	Max. Words	Avg. Words per Post
jinstru...	Instructor, Jane	1	0	1	0	1	14	14	14	14.00
4921...	Bromin, Kathleen M	1	0	0	1	0	153	153	153	153.00
4921...	Merryl, Dana R	1	0	0	1	0	153	153	153	153.00
4941...	Pinguim, Marcy L	1	0	0	1	0	153	153	153	153.00
4951...	Avie, Nicholas S	1	0	0	1	0	153	153	153	153.00
4971...	Schubert, Holly R	1	0	0	1	0	153	153	153	153.00
JQPu...	Public, John Q	1	0	0	1	0	153	153	153	153.00

Publishing Grades to GradeA

In order to publish grades from Forum to GradeA, you must have enabled the grading option for a discussion and/or topic (see “Grading Messages” in this manual). Also note that you can only publish grades for entire discussions or topics; you cannot publish grades for individual messages.

To publish the grades for a topic or discussion,

- generate statistics for the topic/discussion (see above);
- click the “Scores” tab in the Statistics window;
- choose a scoring method and check the appropriate boxes;
- click “Publish Topic Grades”.

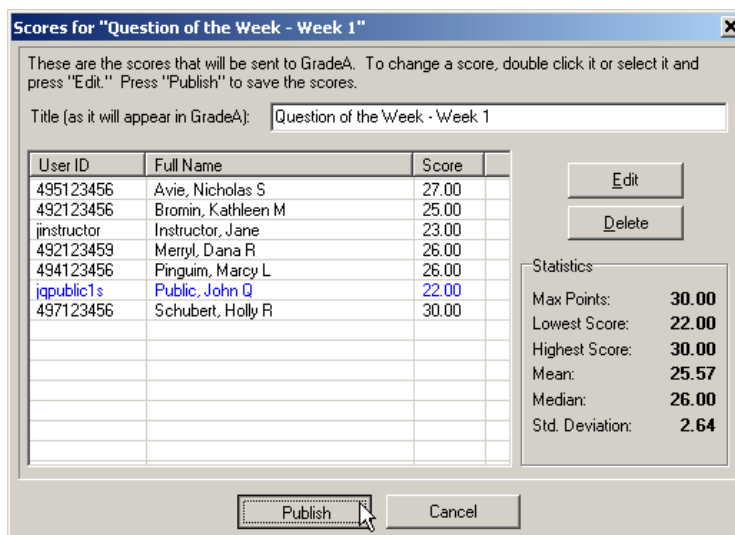
Username	Full Name	Posts	Late Posts	Topics Created	Replies to Topic	Replies to Thread	Words	Min. Words	Max. Words	Avg. Words per Post
jinstru...	Instructor, Jane	1	0	1	0	1	14	14	14	14.00
4921...	Bromin, Kathleen M	1	0	0	1	0	153	153	153	153.00
4921...	Merryl, Dana R	1	0	0	1	0	153	153	153	153.00
4941...	Pinguim, Marcy L	1	0	0	1	0	153	153	153	153.00
4951...	Avie, Nicholas S	1	0	0	1	0	153	153	153	153.00
4971...	Schubert, Holly R	1	0	0	1	0	153	153	153	153.00
JQPu...	Public, John Q	1	0	0	1	0	153	153	153	153.00

If one or more students do not have a score, Forum will ask if you want to give them a score of zero or a blank.

Review the grades in this window.

If the grades are correct, click "Publish".

If you need to change a student's grade before publishing the grades, double-click on the student's name.



This window displays a table of scores for a specific question. The title is "Scores for 'Question of the Week - Week 1'". Below the title, there is a text box for the title as it will appear in GradeA, containing "Question of the Week - Week 1". The main part of the window is a table with three columns: User ID, Full Name, and Score. The data in the table is as follows:

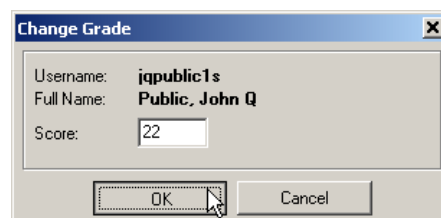
User ID	Full Name	Score
495123456	Avie, Nicholas S	27.00
492123456	Bromin, Kathleen M	25.00
jnstructor	Instructor, Jane	23.00
492123459	Merryl, Dana R	26.00
494123456	Pinguim, Marcy L	26.00
jqpublic1s	Public, John Q	22.00
497123456	Schubert, Holly R	30.00

To the right of the table, there are buttons for "Edit" and "Delete". Below these buttons is a "Statistics" section with the following values:

- Max Points: 30.00
- Lowest Score: 22.00
- Highest Score: 30.00
- Mean: 25.57
- Median: 26.00
- Std. Deviation: 2.64

At the bottom of the window, there are buttons for "Publish" and "Cancel". A mouse cursor is pointing at the "Publish" button.

To change the student's grade, enter the correct grade in the "Score" text box and click "OK".

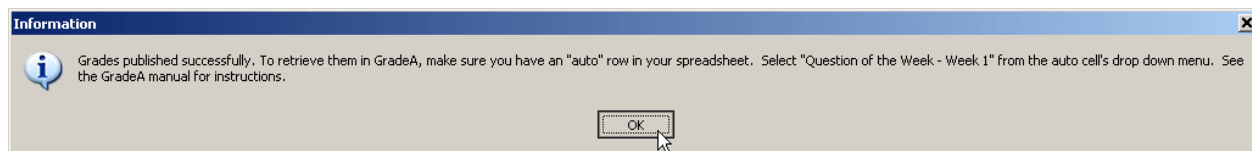


This dialog box is titled "Change Grade". It contains the following information:

- Username: **jqpublic1s**
- Full Name: **Public, John Q**
- Score:

At the bottom, there are buttons for "OK" and "Cancel". A mouse cursor is pointing at the "OK" button.

After you click "Publish", you will see this confirmation message. Click "OK".



This information dialog box has a title bar that says "Information". It contains the following text:

Grades published successfully. To retrieve them in GradeA, make sure you have an "auto" row in your spreadsheet. Select "Question of the Week - Week 1" from the auto cell's drop down menu. See the GradeA manual for instructions.

At the bottom, there is an "OK" button with a mouse cursor pointing at it.

