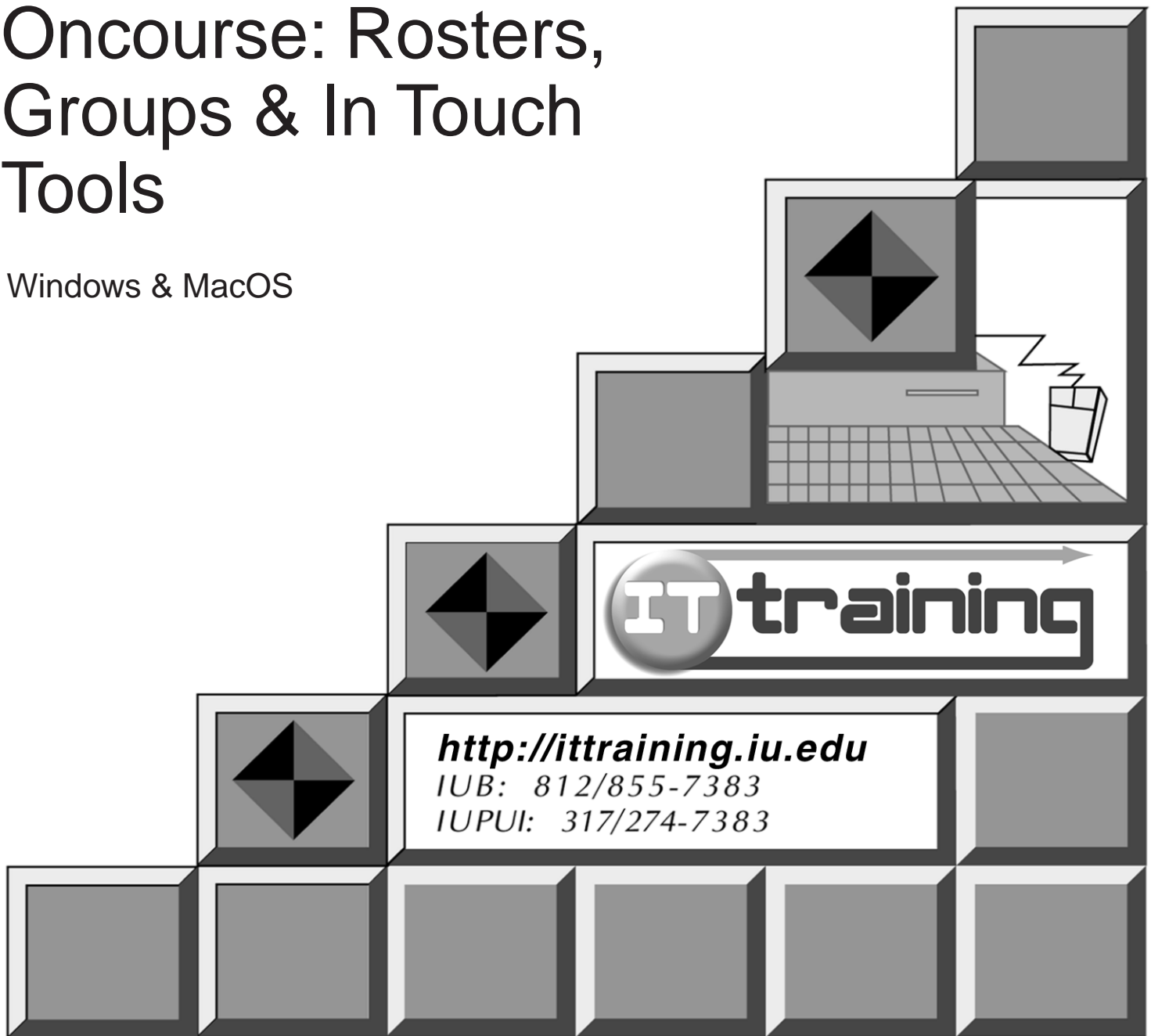


Oncourse: Rosters, Groups & In Touch Tools

Windows & MacOS



About IT Training & Education

The University Information Technology Services (UITS) IT Training & Education program at Indiana University offers instructor-led computing workshops and self-study training resources to the Indiana University community and beyond. We deliver training to more than 30,000 participants annually across all Indiana University campuses. Our staff is comprised of enthusiastic professionals who enjoy developing and teaching computing workshops. We appreciate your feedback and use it to improve our workshops and expand our offerings. We have received several national awards for our materials and they are being used at universities across the country. Please keep your questions, comments and suggestions coming!

In Bloomington, contact us at ittraining@indiana.edu or call us at (812) 855-7383.

In Indianapolis, contact us at ittraining@iupui.edu or call us at (317) 274-7383.

For the most up-to-date information about workshops and schedules, visit us at:

<http://ittraining.iu.edu/>

Copyright 2003 - The Trustees of Indiana University

These materials are for personal use only and may not be copied or distributed. If you would like to use our materials for self-study or to teach others, please contact us at: IT Training & Education, 2711 East 10th Street, Bloomington, IN 47408-2671, phone: (812) 855-7383. All rights reserved.

The names of software products referred to in these materials are claimed as trademarks of their respective companies or trademark holders.

Contents

Welcome and Introduction	1	In Touch - Discussion Forums	20
What You Should Already Know	1	Creating a Discussion Forum	21
What You Will Learn	1	Adding and Viewing Posts	21
What You Will Need to Use These Materials	1	Grading a Post	23
Getting Started	2	Deleting a Thread.	23
Today's Project	3	In Touch - Chat Rooms.	24
Logging in to Oncourse	3	In Touch - Drop Boxes	26
Entering a Course	5	Advanced Settings	27
From Content to Community	6	Understanding Group Space	28
Managing the Class Roster and Groups	6	Understanding In Touch Links.	28
Viewing the Roster.	6	Using a Discussion Forum as a Student	28
Understanding the Roster.	8	Viewing and Responding to Forum Postings	29
Adding Users to the Roster.	8	Using a Chat Room as a Student.	31
Adding Content to the General Settings Section.	9	Advanced Chat Features	32
Adding Content to the Advanced Settings Section.	9	Sending a Private Message.	32
Deleting a User from the Roster	11	Using a Drop Box as a Student	33
Creating Groups	11	Other In Touch Tools.	34
In Touch Tools - Course Mail	12	Announcements	34
Using Course Mail	13	Course Statistics	35
Setting Course Mail Options	13	Student Statistics	35
Setting Preferences	14	Understanding Oncourse Tools	35
Composing a Message	14	Exploring Oncourse Tools	35
The Format Options	16	Online Gradebooks.	35
Adding Attachments to Mail Messages	16	Oncourse Test and Survey Tool	36
Adding an Attachment	16	Tool Wizards	36
Sending the Message	17	Authoring Tools	36
Viewing Mail.	18	Oncourse Tools.	36
A Caution on Viewing Attachments	18	Reviewing and Looking Ahead	36
Course Mail Folders	19	Exiting Oncourse.	37
In Touch - Course Announcements	19	Getting Individual Help	37
Adding Content	19	Wrapping Up.	38
Using Advanced Settings.	20	Contributions to These Materials	39
Student of the Week	20		

Welcome and Introduction

Welcome to *Oncourse: Rosters, Groups & In Touch Tools*. This workshop introduces the Oncourse “in community” system tools, those components which facilitate communication both between academic course instructors and their students as well as students to other students within the same course.

What You Should Already Know

You should have already attended *Oncourse: The Basics for Instructors* or have the equivalent skills. Specifically you should be able to:

- Create and manipulate files and folders with My Filemanager
- Create a syllabus in Oncourse from syllabus originally created with a word processor
- Create a course schedule

What You Will Learn

This workshop introduces all of the main communication features of the Oncourse system. Today you will see how to:

- Manage a class roster
- Create class groups
- Activate and use course mail
- Add attachments and links
- Create course announcements
- Create and use a discussion forum
- Create and use a course chat room

What You Will Need to Use These Materials

To complete this workshop successfully, you will be provided with:

- Internet Explorer, version 5.0 or above
- Microsoft Word
- A sample Oncourse account
- The exercise file: **Storage.doc**

NOTE: If you are working through these materials on your own, you can use your own Oncourse account and any Word document instead of the sample Oncourse account and the **Storage.doc** file referred to in these materials.

Getting Started

These materials assume you will begin work from the desktop.

Logging On

In some instances, you may need to log on to your computer before starting. If you need assistance logging on, please consult your instructor.

Starting an Application

These materials assume that you are able to launch an application. If you need help starting an application, please ask your instructor.

Finding Help

If you have computer related questions not answered in these materials, you can look for the answers in the UITS Knowledge Base, located at:

<http://kb.iu.edu/>

Online Training

Want to learn more? IT Training Online makes more than 800 self-study IT courses available to the statewide Indiana University campus community. To find out more, go to:

<http://ittraining.iu.edu/online/>

Members of the general public can purchase access to these courses through the CLN Continuing Studies program at IUPUI. For more information, go to:

<http://www.cln.iupui.edu/>

Getting the Exercise Files

Most of our workshops use exercise files, listed at the bottom of page 1 of the materials. In our computer-equipped classroom, these files are located in the eclass folder, which is on your desktop. If you are using our materials in a different location, you can obtain the exercise files from our Web site at:

IUB: <http://ittraining.iu.edu/iub/materials/>
IUPUI: <http://ittraining.iu.edu/iupui/materials/>

Once you are logged on and have the needed files or the eclass folder on your desktop, you are ready to proceed with the rest of the workshop.

Today's Project

This workshop is the second in a series which introduces the Oncourse tools to individuals with authoring privileges, primarily instructors and departmental support staff. These materials are designed to be used in a workshop environment in which participants use demonstration accounts to prepare a section of *Introduction to Chemistry* for communicating with their students. These instructions can also be used outside of the created exercises so that instructors can build content for their own classes.

Logging in to Oncourse

Let's start by accessing the Oncourse home page.

Though both Internet Explorer and Netscape Navigator browsers, versions 5.x and higher, support Oncourse, Internet Explorer (IE) provides a more effective, stable environment for authors because of the way it supports the forms used by the items in Oncourse editors, so these materials are written for use with this browser.

1. Launch Internet Explorer.

To enter Oncourse, we need to direct our browser to the appropriate Web address.

2. To open a new location,

 File,  Open...

NOTE: In Netscape,  Open Page.

Note for Macintosh Users -  File,  Open Location...

You see the Open dialog box.

3. To enter the Web address for Oncourse, in the Open field, type:

oncourse.iu.edu 

You see the Oncourse home page:

4. To begin logging into Oncourse



NOTE: In IT Training & Education workshops you'll log in using the Oncourse ID: username and password as directed by your instructor. If using these materials on your own, you'll log in using your own Network ID: username and password.

You see the CAS, Central Authentication Service, web page:



This service used by many IU services, such as Oncourse and OneStart, to globally authenticate your online presence. This will allow you to avoid having to retype your username and password every time you choose to activate a different service.

5. To enter the log in information, in the Network ID field type:

the appropriate user name

6. To enter the password, in the Password field type:

the appropriate password 

NOTE: If you are using Internet Explorer (IE), you may receive a message concerning passwords. To prevent IE from remembering your password,  No. You may also see a message about leaving a secure site. To move past this message,  Yes.

You see your Oncourse Profile.

Entering a Course

Now we are ready to enter into the heart of the Oncourse system: the course environment.

1. To select a course to enter, in the My Courses section,

 OC EP CHEM 000 Chemistry 101

NOTE: Individuals will also see a campus code and section number associated with the class.

When entering a class, all users may see a Course Announcements page. These announcements are modified by the author. Since you haven't created any announcements yet you are being prompted to move past this space.

2. To proceed to the next screen,

 Click to Continue

From Content to Community

In the first workshop of the Oncourse for instructors series, *Oncourse: The Basics for Instructors*, we explored tools that enable instructors to make traditional paper documents such as syllabi and course schedules available to students in electronic or online form. However, there are other environments that can give students online access to documents. What makes Oncourse unique and particularly powerful are the many built-in communication tools we'll be exploring in this workshop. Using these tools, we will create discussion forums and chat rooms, design assignments available to individual groups, and open spaces for students to share electronic files, to mention only a few features.

We'll first explore Oncourse's class roster, move on to explore the range of communication tools in the "In Touch" section, and finally look at some of the other tools available to course authors.

Managing the Class Roster and Groups

The Class section of Oncourse provides a list of registered students and their profiles. On most campuses, this roster is populated by the registrar's office so it reflects the most recent enrollment information. Authors can also add people who are not registered for the class, such as AIs, TAs, or guest students and authors.

The roster also allows authors to create *groups*. Groups can consist of any number of students and/or instructors. Once created, the author can create items specifically for particular groups throughout the Oncourse system.

Today we'll see how to add an individual to a roster and how to create groups.

Viewing the Roster

First let's see how the roster is set up and what information we can find out about the current students.

1. To view the roster, on the Oncourse toolbar,



A list of the instructor(s) and students appears in alphabetical order, with profile links on the left hand side.

2. To view a profile,

 profile next to your instructor name

You see the public information that you have provided. Protected information will also appear if the instructor or student has made that information available to faculty.

3. To return to the class roster, at the top or bottom of the page,

 Return to Roster

In large classes, viewing pictures of your students can be helpful.

4. To see the class with photos,

 Show Pictures

Now the class roster appears with photos.

NOTE: On some of the Indiana University campuses, the option to view official Indiana University ID photos is available, but ONLY to the official Faculty of Record for each class. This option is not available to other authors, such as Teaching Assistants or other faculty-designated course authors. If this option is available in your course, to view ID photos, click the “Show ID Photos” link. However all authors/instructors can view Profile Pictures. If the students have not provided images in their profiles or if the ID photos are unavailable, the image holder will read “Picture Not Available.”

Authors can also see more information about the people on their roster.

5. To view additional roster information,

 Create/Edit Roster

You see the class roster list with pencil icons to edit individual records.

Understanding the Roster

The legend located at the bottom of the screen provides explanations about the various symbols displayed in the roster.

Legend

Red items are disabled **Purple items are hidden**

 = Authoring Privileges  = Locked Record

Note: Items that are not locked will be dynamically deleted unless they appear on the official course roster.

Hidden students will show up on the roster to course authors in purple, visible students in black. Although authors have the ability to “unhide” each of their students manually, this should not be done, even if the instructor has the permission of the student. Students control whether they are listed on the course roster by selecting “listed” or “not listed” when entering the class. Changing their status to “listed” without permission is a violation of the provisions of FERPA. However, if students want to reverse the decision to become listed, an author is required to edit the record and make the student hidden again. In such cases the author may want to consider requesting a written statement of permission from the student. Although instructors can encourage students to list themselves on the roster, it is the students’ legal right to remain unlisted.

Adding Users to the Roster

Additional class members can be added manually by course authors. We’ll see how the Roster editor works by adding a Teaching Assistant (TA) to our roster. Remember that instructors who have their own class section will be regarded as authors by Oncourse, with full control over their section’s Oncourse environment.

Though any individual with an e-mail account can be added to the Oncourse system, we’ll be adding an individual who already has a username for Indiana University.

NOTE: If you need to add an individual outside of these parameters, you will need to create a guest account for them. For directions on creating guest accounts, search for “IU guest accounts” in the IU Knowledge Base (<http://kb.iu.edu>).

Let’s add the TA, Janice Umphress, to our roster.

1. To begin adding a new class member,



You see the Roster Item editor.

Adding Content to the General Settings Section

As with most editors, the Roster Item editor contains both general and advanced settings. In the top area, information about the new member is added.

The General Settings section contains the following fields:

- **Username:** This is the user's IU username, associated with their network ID.
- **Role:** The default setting for a new class member is Student. This can be changed to any other role, such as AI or TA, but cannot be left blank. Anyone with a role other than Student will be listed under the Instructor section of the roster.
- **First Name:** Person's first name.
- **Last Name:** Person's last name.

Let's enter information for Janice Umphress.

1. To enter the general information, type:

Field	Content
Username	jump125
Role	Teaching Assistant
First Name	Janice
Last Name	Umphress

Adding Content to the Advanced Settings Section

More information about the new user and his or her capabilities in Oncourse are set in the Advanced Settings area.

The Advanced Settings area contains the following fields:

- **Picture:** This field may contain a URL to an image file that the instructor provides. It will **ONLY** appear in the Class Roster for the current class. However if the class member has provided a public picture URL in his or her User Profile, that picture will override the URL placed by the instructor in this field and will appear in this and all course rosters.
- **Author:** If this option is enabled, the new class member will be able to create and edit the contents of the course, as implied by the label.
- **Hidden:** If this option is enabled, the class member will appear on the roster in purple to course authors, and will not appear at all for other users.
- **Disabled:** If this option is enabled, this course will not show up in the class member's profile and hence access to the course will be blocked.
- **Locked:** If this option is enabled, the automated dynamic roster update process will not remove this class member. It is important to enable this option if someone who is not officially registered for the class is added to the roster. Otherwise this class member will be removed from the roster automatically when Oncourse updates its information from the registrar's office.

Let's select the appropriate settings for our TA. We'll grant Janice authoring privileges and make her visible so we can add her to different groups in a later exercise.

1. Use the following table to enter the advanced settings:

Field	Content
Picture	leave blank
Author	Yes
Hidden	No
Disable	No
Locked	Yes

2. To accept these entries and add Janice to the roster,



You are returned to the Roster Item editor, and the new TA has authoring privileges and is not hidden, so that in a later exercise she can be part of one or more groups. Since she is not officially enrolled, she has a locked record.

3. To return to the class roster,



You now see the standard roster list with Janice added.

Deleting a User from the Roster

Roster items can be removed by selecting a class member and deleting them by using the delete button (.

Creating Groups

Oncourse provides a method for creating and editing groups. Once created, authors can use the “View by” option to make schedule items, discussion forums, and other tools available to a specific group or groups. The students will only see items assigned either to their own group or the whole class. This option appears throughout the Oncourse environment. Students can be in more than one group.

We’ll create several groups to see how this works in the Class roster section. Later we will see how groups appear in other sections of Oncourse.

1. To access groups,

 [Create/Edit Groups](#)

2. To create a new group,

  [New Group](#)

You see the **Group** editor.


3. To name the first group,

 in the Group Name field, type: *a group name*

Let’s start by adding Janice, our T.A.

4. To select Janice,

 [Janice Umphress](#)

Now let’s add several more members. To select students whose names are not in alphabetical order, we will use the standard Windows command, which requires that we hold the  key while we click on individual names.

5. To select group members, press:



6. To accept these settings,



7. To make another group,

repeat steps 2 through 6

8. To see the groups we just created,



You see the groups listed individually.

In Touch Tools - Course Mail

The In Touch area of Oncourse brings together various communication tools to foster interaction between students and instructors as well as among students themselves. Some features, such as Mail and Discussion Forums, do not require students to be logged on at the same time, while others, such as Chat Rooms, allow communication between two or more individuals who are logged on at the same time. Other features of the In Touch area, such as drop boxes and group space, allow individuals and instructors to share files.

We'll review all of the In Touch items today.

1. To access all In Touch tools,



Entering into In Touch brings you to a menu of editors which control various communication tools.

Using Course Mail

Course Mail creates an internal mail message system for every course. Users cannot send mail to someone outside the class. Each course has its own roster list which includes the entire class, individuals in the class, and groups. In addition, Oncourse allows authors to set up a notification system that will send the names of individual students who have not checked their mail for a period of one or more days.

We'll see how to activate and use this mail system.

Setting Course Mail Options

Course Mail is not available to students until it has been activated by an author. Course instructors can change this setting at any time, but be aware that if Course Mail is deactivated during the semester, all unread messages are no longer available.

Let's turn on Course Mail.

1. To view Course Mail Settings,

 [Set Course Mail Options](#)

You see the Course Mail editor. There are two options to set, the first activates or deactivates the system as a whole, and the second sets student course mail inactivity notification. If this option is set then the course author will be sent a notice when a student hasn't used Course Mail in the designated time period.

2. To activate course mail,

 the Yes radio button

Let's also set the Course Mail inactivity notification so that the course author receives student inactivity notices after five days.

3. To set the inactivity notification on, in the Notify Authors area,

 the Yes radio button

4. To set the time to five days, in the Days Before Notifying Authors field, type:

5

5. To accept these settings,



You are returned to the list of In Touch tools. A new In Touch Course Mail section now appears.

Let's see how to access Course Mail.

6. To access the mail features,



You see the Mail window.

Setting Preferences

Since Oncourse Course Mail is not connected with any external e-mail program, it is sometimes easy to forget to check for messages. Oncourse allows users to set *Preferences*, which will cause a message to be sent to an external address once a day announcing if any new Course Mail messages have been received in the previous twenty-four hours.

Let's see how setting Preferences works.

1. To access Preference settings,



2. To send the message to an external address, in the internet address field, type:

an e-mail address

3. To accept the change,



Now let's see how to send mail.

Composing a Message

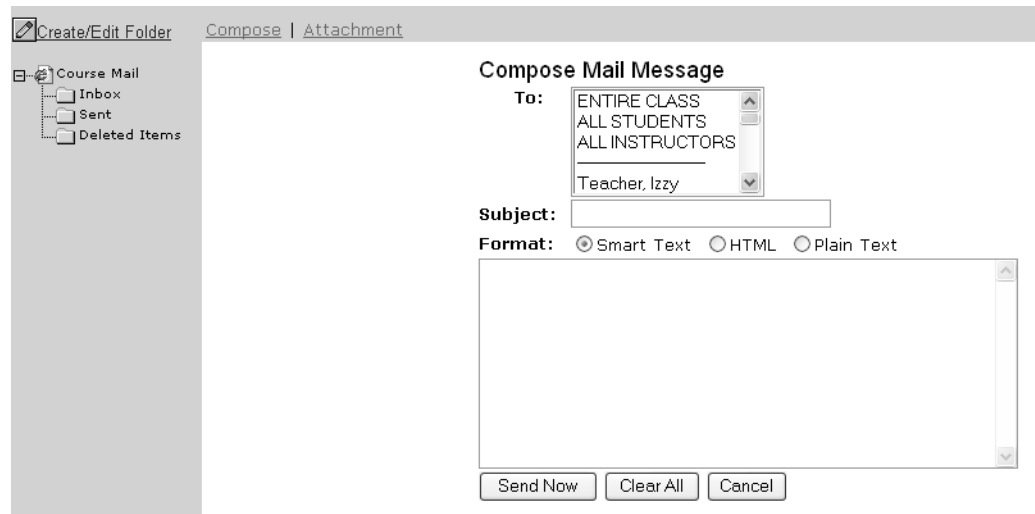
We can compose messages and send attachments to individuals and groups in the class using the Oncourse mail system.

Let's see how to send a message.

1. To compose a message,

Click Send New Mail

You see the **Compose** window:



Remember that Course Mail only allows users to send mail to members of the currently selected class, though mail messages can be sent not only to the whole class, but also to individual students, instructors, or groups.

Today, we'll send a message to ourselves as a reminder to hand out a paper copy of a report about file storage.

2. To indicate a recipient in the To field,

scroll as necessary, **Click** *your workshop name*

NOTE: If you are using a demonstration account, click your demonstration name. Otherwise, use your real name.

3. To write a topic in the subject field, type:

Storage report

4. In the message field, type:

Remember to hand out this report ;-).

This message will appear when the recipient clicks the subject of the message. The ;-) at the end of the message will be turned into a graphic of a smiley face, an *emoticon*.

The Format Options

Oncourse Mail messages can be formatted to contain smart text, recognize html web coding or contain only plain text. By accepting the default, Smart Text, web addresses in mail messages automatically appear as clickable links and emoticons are recognized as graphical elements. Selecting the HTML option will allow your message to contain formatting and other html coding. Clicking the “Plain Text” radio button ensures that web addresses and other character strings appear only as simple text, without becoming links or graphics.

Adding Attachments to Mail Messages

The process of adding attachments to mail messages is similar to adding them to any other item. The difference lies in the way a user moves between the Compose view and Attachment view of the message. Before attaching a file, the user must switch to the Attachment view by selecting this link at the top of the message window.

Let’s attach a copy of the syllabus to the mail message.

1. To begin attaching the file, near the top of the screen



You see the attachment editor.

Adding an Attachment

We want to attach a file to a mail message, but as previously mentioned, files can be attached to several types of Oncourse items, including Syllabus and Schedule items. While these attachments serve different purposes, the steps for attaching a single file to an item are the same throughout the Oncourse environment.

1. To begin adding (uploading) the file,



We need to browse to find the file.

2. To begin locating the file,



You see a dialog box asking you to locate the file to attach.

Our file is in the epclass folder.

3. If you are not already there, use the Look in drop-down list to select the epclass folder.
4. To select the correct file,



The path to the file appears in the "File to Upload" field. Though you have selected the file, it has not yet been attached.

5. To attach the file,



After a few moments, you see a message about a successful upload.

Sending the Message

Now that we have uploaded the attachment, we need to get back to the compose view so we can see and send our message.

1. To return to the message, near the top of the screen,



You are returned to the compose view. An icon resembling a dog-eared piece of paper above the "To:" field signifies that the file has been properly attached.

2. To send the message,



You see a message indicating the mail message was sent to one account.

3. To acknowledge this delivery,



Viewing Mail

The Oncourse mail Inbox is similar to the inbox found in many e-mail programs.

We need to view the Inbox to see the new message we just sent.

1. To view the Inbox, in the Folder list on the left-hand side of the window,



The contents of the Inbox are displayed. The envelope icon to the left of the subject "Storage report" indicates that the message is unread, and the paper icon indicates that a file has been attached to the message.

2. To open the message,



You see the body of the message in the bottom half of the screen. The attached file, **Storage.doc**, is available as a hypertext link in the message heading information. Although we will not spend the time working with the message attachment today, it is similar to the method for working with all attachments. When you click on the linked attachment you will be prompted to either open or save it.

A Caution on Viewing Attachments

Attached files are one of the most common ways of transmitting viruses between computers. Even if the file comes from a trusted source, the safest way to handle an attachment is to save the file to a disk and to run a virus scan on it. Once you know the file is virus-free, it is then safe to open it from its saved location.

Course Mail Folders

By default there are three folders in course mail. These are the three standard folders most mail applications provide. You can create, rename, move, and delete other e-mail folders.

Next let's create a course announcement.

In Touch - Course Announcements

Course announcements are displayed on the opening screen of a course. This is where schedule changes and/or important class messages can be posted.

1. To leave the Course Mail environment,

 the In Touch tab,

2. To enter into the Course Announcement editor,

[Create/Edit Course Announcements](#)

3. To add an announcement,

  New Item

You are now in the Course Announcement Item editor.

Adding Content

Content for Course Announcements can be entered in plain text or in HTML.

For this announcement, let's keep the setting as Smart Text. Since there are no graphic elements or links included in the announcement, it will still look like Plain Text.

1. To add the announcement, in the Notice field, type:

Welcome to Introduction to Chemistry. Please buy your books before coming to the first class meeting.

Our default view setting is Class Members, so we won't alter it.

Using Advanced Settings

The advanced settings allow us to control the start and end date of this display. We'll have it start today, but end after a week. Notice that the default setting is for a week, so we'll just accept these settings. If you are an author for more than one academic course section you could also have the same announcement copied to multiple sections by selecting another course section below.

1. To accept the default settings,



2. To exit the announcement editor and return to In Touch tools,



Student of the Week

The Student of the Week editor allows authors to recognize a specific individual. When selected, the student's name, and picture if it has been entered, appears on the welcoming screen. This feature can also be used to identify weekly discussion leaders. We will not explore this feature in these materials.

In Touch - Discussion Forums

Two other tools in the In Touch section encourage communication between students and instructors. Discussion Forums allow users to post and reply to messages at any time, whether others are logged on or not. This is known as *asynchronous* communication. Chat rooms, on the other hand, allow *synchronous* or *real time* communication for two or more users. In order for real time communication to occur, users must be logged on at the same time. Beware that connecting to Oncourse using a slow modem may cause serious delays in your "real" time.

As authors we will first create a discussion forum, next a chat room and finally a drop box, a space that you can create in which students drop off and pick up assignments. Then, to demonstrate the full functionality of those tools, we will enter into another course as students and see how our students would use them.

Creating a Discussion Forum

Discussion Forums provide a place for class members to post and view messages to the group. These forums can only be created by authors. They can be made available to the whole class or limited to a specific group. Group forums will only be viewable to members of that particular group.

1. To begin creating a forum,



2. To add a new forum,



You see the **Discussion Forum** editor. Notice that your groups appear.

3. To add the subject, in the Title field, type:

Reading Assignment # 1

4. To add the description, in the Description field, type:

Please read the first message and reply before the next class

We'll leave this message as viewable for all class members only.

5. To accept these entries,



6. To return to the main window,



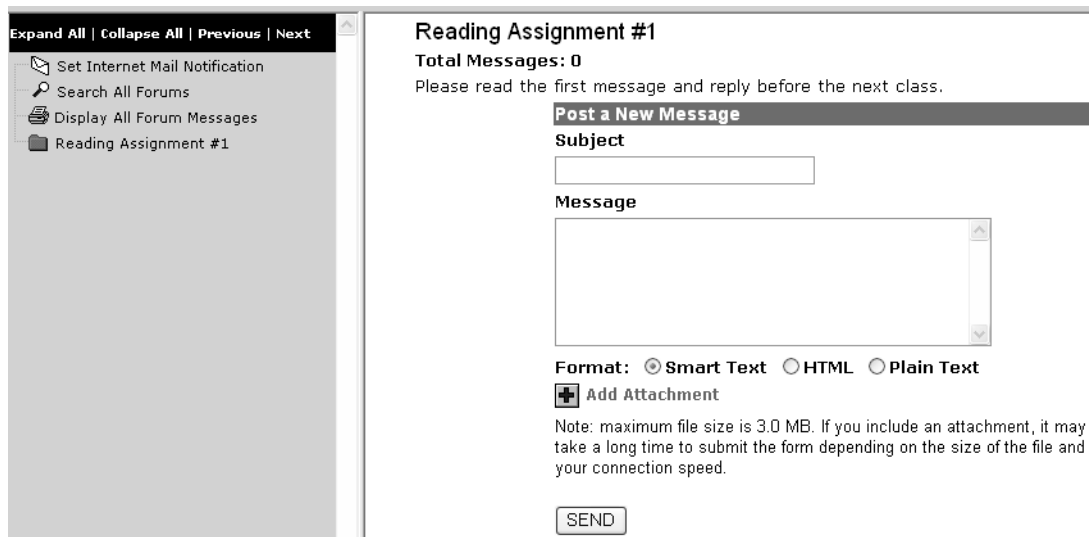
Adding and Viewing Posts

Now that we have created a discussion forum, we see it listed in the Discussion Forums section of the In Touch window.

1. To view the messages in this forum, scroll as needed,

Reading Assignment #1

You see the **Discussion Forum Interface**:



The screenshot shows a web interface for a discussion forum. On the left is a sidebar with navigation options: 'Expand All | Collapse All | Previous | Next', 'Set Internet Mail Notification', 'Search All Forums', 'Display All Forum Messages', and 'Reading Assignment #1'. The main content area is titled 'Reading Assignment #1' and shows 'Total Messages: 0'. Below this is a 'Post a New Message' section with a 'Subject' text box, a 'Message' text area, and radio buttons for 'Smart Text' (selected), 'HTML', and 'Plain Text'. There is also an 'Add Attachment' button and a note about a 3.0 MB file size limit. A 'SEND' button is at the bottom.

In the upper left hand corner, you see buttons that allow you to expand and collapse whole threads of postings, or to follow paths in a thread by using the Previous or Next button. At the very top you see the Set Internet Mail Notification.

Although we won't set this option today, it allows you to indicate an e-mail address to which a notification is sent at midnight each day that new forum postings are waiting for you. This is very similar to the Preferences feature we set earlier in the materials in Course Mail

Since no one has posted any messages, we see that the total messages line reads 0. Let's post the first message.

2. In the subject line, in the Post a New Message section, type:

Periodic Table

3. To compose the post, in the message field, type:

Was the periodic table invented or discovered?

4. To post the message,



5. To view this post,



The plus sign indicated that the folder contains additional messages. Notice that when we click on the plus, it change to a minus, indicating that we now see everything that is inside the folder. We see the message we just posted, with the post date, author's username, and post subject line displayed.

6. To open the first post,



A new window appears displaying the text of the recently posted message. Forum participants can now simply read the message or respond to it.

Grading a Post

Posts can also be treated as gradable assignments. While reviewing posts, authors will see editors that allow them to give a grade, associate the grade with an assignment in the gradebook, and notify the student of the grade. Similarly, authors can grade assignments submitted by course mail.

Deleting a Thread

If an author feels the direction of a particular group of messages and responses, called a *thread*, is becoming unproductive, he or she can delete it.

Let's see how to delete this thread.

1. To delete this thread,



2. To confirm the choice,



Since there was only one message posted, only one message disappeared when the thread was deleted. When a forum contains multiple posts, authors can delete individual posts by selecting the unwanted posting and clicking “Delete Thread” or the entire thread can be deleted by selecting the parent posting and clicking “Delete Thread.”

Now let’s look at the Chat Room tool.

In Touch - Chat Rooms

While Course Mail and Discussion Forums allow asynchronous communication, chat rooms allow class members to communicate in real time without the time delays implicit in discussion forum postings. Individual Chat messages are usually shorter and more informal than discussion forum posts.

Let’s create a chat room that the instructor can use to hold virtual office hours with students.

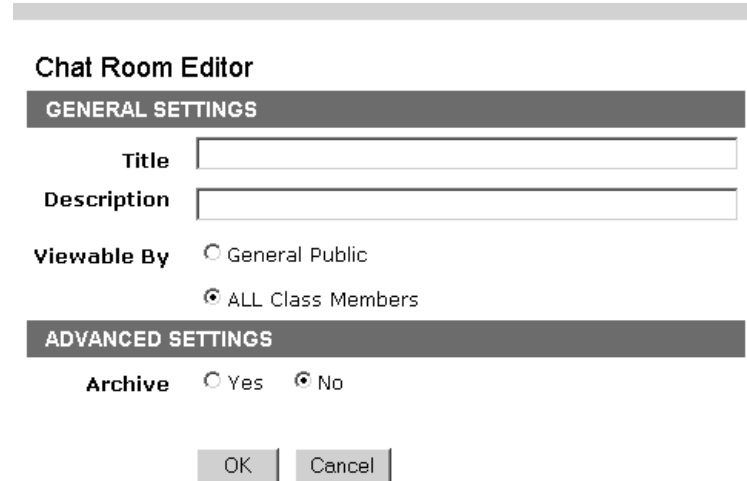
1. To return to the main window,



2. To begin creating a chat room,

 Create/Edit Chat Rooms,   New Item

You see the **Chat Room** Editor:



Chat Room Editor

GENERAL SETTINGS

Title

Description

Viewable By General Public
 ALL Class Members

ADVANCED SETTINGS

Archive Yes No

3. To name the chat room, in the Title field, type:

Instructor's chat

4. To add a description of the chat room, in the Description field, type:

This chat room is open for office hours on Mondays, 11 am to noon.

We'll keep this chat room available only to class members (the default).

Under Advanced Settings there is an archive option. If a chat room is archived, all course members will be able to view the text of discussions that took place in the chat room after the discussions are over. Discussions that take place in chat rooms that are *not* archived are not kept.

5. To make this an archived chat room,

 the Yes radio button

You also have the choice of changing the default Active Chat Time from 5 minutes to a range of times, up to 30 minutes. Let's leave the default time for today.

6. To accept your choices,



You see the new chat room name listed next to the pencil icon.

7. To return to the main In Touch window,



You see the list of In Touch tools. Next we'll create special folder space.

In Touch - Drop Boxes

A **drop box** is a special purpose folder created by an instructor that is used as a place for students (and instructors) to drop off files. The first time a student drops off a file, a folder is created in the drop box with the student's Network ID as its name, and the student's file is placed there. Students see only files in their own folders. Instructors see all drop box folders and files and may delete as well as open those files. Instructors may also drop off files for students. Like other items, drop boxes can be set to be "open" or "closed" on certain dates. This is similar to making assignment items visible for only certain periods of time.

The following list summarizes how drop boxes can be used:

- Authors can see all drop boxes at all times, whether or not they are "open" or "closed."
- Students can only see drop boxes which are currently "open."
- Students can upload a file more than once, each time overwriting and replacing the file with the same name in the drop box, if the updating option has been set to "Yes".
- Instructors can upload and delete all files.
- Students cannot delete files.
- Drop boxes will display the filename, size, and last modified date of files.

Let's see how to create a drop box for our students' first Chem Lab.

1. To begin creating a drop box,

 Create/Edit Drop Boxes,   New Item

You see the **Drop Box** editor.

Let's fill in the necessary information.

2. Using the skills we have already learned, enter in the following information for the General Settings:

Title	Chem Lab 1
Description	Deposit your Chem Labs in Word format.
Opening Date	<i>today's date</i>
Closing Date	<i>two weeks from today</i>
Drop Box for Use By	ALL Class members

Advanced Settings

The advanced settings allow an author to limit the file size for deposited files and sets the permissions for updating files.

We want to keep the default size, but we'll allow students to update their files.

1. To allow students to update their files,

 the "Students May Update Files" radio button

2. To create the drop box,

3. To return to In Touch Tools,

 the In Touch tab

Understanding Group Space

Group spaces work just like drop boxes do, except that both students and instructors can create new folders, upload, delete, replace and rename files and folders in all available group spaces. Directions for creating group spaces are similar to those outlined early in the workshop.

Understanding In Touch Links

The In Touch Links editor which appears as the last editor allows authors to create, edit and delete hypertext links of their own. Any links created through the use of this editor will be headed with the single or multiple Category Headings that you create, e.g. Student Resources, Writing Resources, etc. but will then appear below the “Other In Touch Tools” section of the In Touch area.

Using a Discussion Forum as a Student

Now that we’ve seen how to create a discussion forum, a chat room and a drop box, let’s enter into a course where you are listed as a student and examine these features as a student. We’ll leave the Chemistry class and enter the “Survey” class.

NOTE: If you are working through these materials on your own, you will need to be enrolled as a student in at least one course to work through this next section. You can also switch your Oncourse session to student mode.

1. To exit the Chemistry class, in the top right corner of the screen,



You are returned to the Profile page. From here we can enter into other classes.

NOTE: If you see a prompt asking whether to be listed or unlisted, choose to be listed.

2. To enter the proper class,



3. To proceed to the next screen,

 Click to Continue

The Welcome page for the Survey class does not indicate that you have authoring privileges, therefore you are listed as a student in this class.

A Discussion Forum, Chat Room and Drop Box have been created in this class; to access the forum, we need to move to the In Touch tab.

4. To access the In Touch tools,

 In Touch

You see the Reading Assignment #1 Discussion Forum

5. To view the Discussion Forum,

 Reading Assignment #1

Viewing and Responding to Forum Postings

While students cannot create Discussion Forums, they can respond to postings by clicking the proper message in the left frame of the window, and they can start new threads of their own by using the “Post a New Message” window to the right. They also will likely want to set up their Internet Mail Notification. Let’s respond to the instructor’s original message about the Periodic Table to see what the forum looks like when populated with messages.

1. To begin accessing the instructor’s message,

 the plus sign by the “Reading Assignment #1” folder

An envelope icon appears alongside the instructor’s original post.

2. To open the post,

 the envelope next to *[sender name]*

You see information about the posting along with the instructor’s question in the right side of the message window. By default, the subject line refers to the original posting subject.

Now let’s add our reply.

3. To begin typing a reply, in the Message field,

Type a reply

NOTE: Like many features in Oncourse, Discussion Forum messages contain options to control format and to add attachments to postings.

4. To post the message, at the bottom of the window,



The message is added to the thread of postings replying to the instructor's question. The number of messages replying to any given post is shown in parenthesis to the right of the username and subject heading of the original post.

We have seen how to view postings by clicking on the plus sign next to each message envelope. We can quickly view all the response threads of a selected posting by using the "Expand All" link.

5. To select and activate this forum,



6. Then, to view all postings, in the upper left corner of the Discussion Forum window,



You see all the messages for this forum, in the order they were posted.

We can also start our own thread by replying to any of the messages.

7. To begin replying to another message,



8. To type the reply, in the Message field,

Type any message

Using a Chat Room as a Student

Since we are listed as students in the “Survey” class, we can also enter a chat room like the one we created earlier in the Chemistry course.

Let’s open the chat room and explore some of its functionality.

1. To return to the list of In Touch tools,

 **Click** the In Touch tab

You see the “Chat Rooms” section with links to the “Instructor’s chat.” Since the instructor chose to archive the chat room, another link appears which allows us access to any message typed in any of the archived chat rooms for that class.

2. To enter the chat room,

 **Click** Instructor’s Chat

You see the **Chat room interface**.



The screenshot shows the Oncourse chat room interface. At the top, there is a navigation bar with the text "Spring 2003 SURVEY" and the Oncourse logo with the URL "oncourse.iu.edu" and links for "help | profile | logout". Below the navigation bar are several tabs: "Welcome", "Syllabus", "Schedule", "Class", "In Touch", and "Tools". The "In Touch" tab is selected. The main content area is divided into two columns. The left column is titled "Instructor's Chat" and is currently empty. The right column is titled "Users" and lists "tteacher* Terry Teacher". At the bottom of the interface, there is a "Message" input field with a "Send" button. Above the input field are links for "Refresh", "Rooms", "Users", and "Filter".

The main screen area displays the text of the conversation. Current chat participants are listed in a column to the right, and new messages are typed and sent in the message field at the bottom of the screen. New messages appear above older ones, and messages expire after five minutes by default, however the instructor can set the expiration time period to any time ranging from five through thirty minutes. The chat screen refreshes every ten

seconds or whenever users submit a new message. Users can automatically refresh the screen by clicking the “Refresh” link at the bottom of the page above the message field.

Now let’s add a message in the chat room.

3. To add a message, in the Message field, type:

Hello, are you in your office?



4. To add another message, in the Message field,

Type any message

Advanced Chat Features

Oncourse chat rooms have several advanced features that allow users to control who sees a particular message. Using these features, accessible through the links above the message field, you can see a list of chat participants, block a particular user’s messages from appearing on your screen, and send a private message.

The “Users” link displays the usernames of everyone currently logged into the chat room. As users log on and off, their usernames appear and disappear from the “Users” frame to the right of the chat screen. By default, this frame displays current users, but clicking the “Rooms” link at the bottom of the screen replaces user information with a list of available rooms. (The “Rooms” feature of Oncourse currently is not functional.)


The “Filter” option allows users to hide any new messages from a specific person. When “Filter” is selected, the Message field is replaced by a “Filter” field. Add the person’s username to the Filter field either by hand-typing it or by clicking it from the list marked “Users” to the right.


Sending a Private Message

Users also can send private messages to another chat room participants by typing a message and clicking the intended recipient’s username. Let’s see how to do this.

1. To access the list of users,

 the “Users” link above the Message field

NOTE: Warning - It is extremely important to avoid pressing  after typing a private message because that will communicate your “private” message to anyone logged into the Chat Room.

2. To compose a private message, being careful NOT to press , in the Message field,

Type any message

3. To send the message,

 any username

The message appears on the sender’s and receiver’s chat screen only, with the receiver’s username in red.

NOTE: Private messages do not appear in the Chat Room Archives.

4. To return to the list of In Touch tools,

 the In Touch tab

NOTE: If you wished to see an archive of the Chat Room, you could click on the appropriate Chat Archive and view it in a variety of ways.

Using a Drop Box as a Student

Files are added to the drop box in much the same manner as attachments are added to other items. As a student you can only add or update files to a Drop Box.

To review how to add attachments, see “Adding an Attachment” on page 16. This is what the Drop Box looks like to students:

Drop Box: Chem Lab 1

 Upload a File

Current directory : \jteacher
Available disk space: 100,000,000 / 100,000,000 bytes
Maximum upload size: 1,500,000 bytes

Filename	Size (bytes)	Last Modified
----------	--------------	---------------

We are done exploring student usage of the In Touch tools, Discussion Forums, Chat Room features and Drop Boxes. Let’s go back to our profile and return to Chemistry 101, so we can review the remaining In Touch tools.

1. To exit the “Survey” class, in the upper right corner of the screen,



2. To re-enter the Chemistry class,



3. To proceed to the next screen,



4. To access the In Touch tools,



You see the remaining In Touch tools.

Other In Touch Tools

The last section of the In Touch area is the “Other In Touch Tools” area, which contains several additional tools for authors and students.

Announcements

The *Announcements* link gives authors and students the opportunity to review currently posted Course Announcements.

Course Statistics

Course statistics allow authors to check how often and for how long people on the roster have logged into the current course. Authors can also check to see how many mail, chat, and forum postings have been logged. However, if a user exits by closing the browser instead of logging off, their entire session time is not added to his or her totals.

Students can also see their Course Statistics.

Student Statistics

Student Statistics provides statistics on how individual students are using Oncourse.

As with Course Statistics, students can only see their own Student Statistics, however there is excellent detail listed in the Student Statistics section.

Understanding Oncourse Tools

The last section of Oncourse is the Tools area. The tools in this area provide a variety of features which can be used to provide additional information to students, to keep track of grades, and to administer on-line tests and surveys. The Tools section of Oncourse is divided into two sections, one for authoring tools and the other for more generalized tools available to students. Authors can use the Tools section to add additional items which direct students to additional resources.

Exploring Oncourse Tools

Though we will not be using any of the Tool items today, in this section we will review the use of these features.

Online Gradebooks

Gradebooks can be used to post grades as well as to keep running statistics of grades. While authors are able to see the grades for all students, each student may only view their own grades by accessing My Grade Report from the Tools area. The Gradebook is also integrated with the Course Mail and Discussion Forums as well as the Test and Survey tool. In the In Touch area, authors can grade mail messages or forum posts. After students take a test and it has been scored, the grades can be exported to a Gradebook. For more advanced grade calculations, grades can be exported for use in a spreadsheet program like Excel. For more information on the gradebook feature, consider taking *Oncourse: Gradebooks*.

Oncourse Test and Survey Tool

The Test and Survey Tool is a separate program that ‘plugs in’ to Oncourse to allow authors to create and administer quizzes and surveys for classes.

Oncourse provides extensive Help to provide guidance on using the tool. For extensive help with the Test and Survey tool, consider taking *Oncourse: Tests & Surveys*.

Tool Wizards

This provides a selection of URLs maintained by a department administrator as well as various libraries. If there are sites which may be useful to many instructors in a department, contact your department administrator to find out how they handle this process.

Authoring Tools

This feature provides advanced tools for authors which allow further control over the class environment. For more information and experience using Authoring Tools, consider taking *Oncourse: HTML & My Filemanager*.

Oncourse Tools

The following tools are available to both authors and students.

Insite

Provides a link to IU’s Insite Web page, where students can access their personal student information.

Oncourse Tests and Surveys (Student)

Provides list of tests and surveys available to students for the current course.

Reviewing and Looking Ahead

We have seen how to give students access to a number of communication tools that can augment traditional in-class teaching and learning techniques.

Since we've only had time to view its most basic features in the first two workshops of our Oncourse series, we encourage you to take advantage of the following free IT Training & Education workshops:

- *Oncourse: HTML & My Filemanager* will introduce you to features and techniques that allow you to add your own personal style into the environment by altering text and background color, linking Oncourse tabs to external resources, and adding customized tools to the environment.
- Another popular Oncourse tool is explored in *Oncourse: Gradebooks*. Using the Gradebook feature, you can grade and comment on mail messages and discussion forum postings quickly, and can make grades immediately available to students.
- *Oncourse: Tests & Surveys* can help you design anonymous surveys, short out-of-class quizzes, and even full-length examinations that students complete online in the Oncourse environment. These tests can be graded manually, or you can design tests to be automatically corrected with the grades sent to a gradebook.

Exiting Oncourse

We have reached the end of today's workshop, so we let's exit Oncourse. It's always a good idea to **exit** out of the Oncourse environment rather than simply closing the browser window, because Oncourse ONLY keeps track of the time each user spends in Oncourse environment if you exit the Oncourse environment. If you exit the browser no time will be recorded for the Oncourse session.

1. To exit Oncourse, at the top right of the Profile page,



You see a message indicating that you have exited Oncourse.

2. For security reasons, be SURE to close the browser.

If you leave the browser open, the next time Oncourse is open on that workstation your profile will be the profile that is opened.

Getting Individual Help

For further individualized help with your academic courses in Oncourse, or for other reasons, each campus has its own resources. For an online list of the appropriate campus resources from the main Oncourse home page, access the Instructor Resources then Pedagogical Support.

Wrapping Up

Please follow your workshop instructor's guidance and take a few moments to fill out the workshop evaluation form.





We've reached the end of today's workshop. Before leaving, we need to properly end our session. To do this, we'll use the Start menu.

1. To begin to logoff using the Start menu,



2. To view the options for ending your session,



Note for Macintosh Users - To access commands to close a session,  the Apple menu,  Log Out... or press the key combination  +  + Q.

You see several shut down options. Depending on the environment, you will select one of the following commands:

- **Shut Down:** The system will close all open files and applications. On a Windows PC, a message will be displayed when it is safe to turn off the computer and monitor. On a Macintosh, the computer turns itself off when finished.
- **Restart:** The system will close all open files and applications and then restart the computer. This reloads initial commands and the operating system.
- **Log On as a Different User** (Windows only): This command will log you off but leave the computer positioned at the Begin Logon dialog box so the next user can log on.

NOTE: In the IU Bloomington Student Technology Centers, the Log On as a Different User command is listed as "Log off *username*". There is also a Logoff shortcut on the IUB and IUPUI STC desktops.

Your instructor will tell you which command to execute.

Thank you for participating in
Oncourse: Rosters, Groups & In Touch Tools

Contributions to These Materials

Project Leader	<i>Rita Pavolka</i>
Development Team	<i>Lynne Dahmen</i> <i>Rita Pavolka</i> <i>Nate Smith</i> <i>Jeff Bardzell</i>
Editor	<i>Nate Smith</i>

Where to Go From Here

You can use the resources listed below to further build your computing skills.

Taking Other IT Training & Education Workshops

UITs IT Training & Education offers hands-on instructor-led computing workshops aimed at a variety of skill levels, covering a broad range of topics. We teach over 1,000 workshops on more than 70 topics every year! For more information, to see a detailed workshop schedule, or to register for a workshop, contact IT Training & Education:

Web: <http://ittraining.iu.edu/>

E-Mail: (IUB) ittraining@indiana.edu; (IUPUI) ittraining@iupui.edu

Phone: (IUB) 812/855-7383; (IUPUI) 317/274-7383

Getting Help from Online Resources

IT Training Online - Self-paced IT courses you can take on your computer

<http://ittraining.iu.edu/online>

UITs Support Center - 24 hour-a-day virtual consulting

(IUB) <http://ithelp.indiana.edu/>

(IUPUI) <http://www.iupui.edu/~support/>

UITs Knowledge Base - Searchable database of computing questions

<http://kb.iu.edu/>

UITs On-line Documentation and Publications

<http://ithelp.indiana.edu/pubs.html>

Getting Help from Support Staff

(IUB & IUPUI) Consultants at the UITs Student Technology Centers

(IUB) The Lindley Hall central consultant station

phone: 812/855-3802 (24 hours a day)

(IUB) The UITs Support Center is now in two locations:

IMU M084 and Main Library Undergraduate Circulation Desk

For current hours, go to: <http://www.indiana.edu/~itsc>

phone support: 812/855-6789; e-mail support: ithelp@indiana.edu

(IUPUI) The UITs Support Center in ES 2126

For current hours, go to: <http://www.iupui.edu/~support/>

phone support: 317/274-HELP (4357); e-mail support: support@iupui.edu
