Building Communities in Learn (Blogs, Wikis, Journals and Discussion boards)

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Wikis

Task 1: How to create a wiki

1. On the Control Panel, expand the Course Tools section.
2. Select Wikis.
3. On the Wikis listing page, click Create Wiki on the Action Bar.
4. On the Create Wiki page, type a Name.
5. Type optional Instructions.
6. Select the **Yes** option to make the wiki available to users.

7. Use the **Display After** and **Display Until** date and time fields to limit availability of the wiki.

![Wiki Availability Diagram]

8. Select the **Student Access** option.
   - **Closed to Editing**: Select this option when the instructor will be the only one contributing.
   - **Open to Editing**: Allows users to modify any wiki page.

9. Select **No marking**.

10. Click **Submit**.

**Task 2: How to Create a Wiki Page**

Each wiki requires a first page, which is the home page. The home page cannot be deleted, but it can be edited. The home page and all subsequent pages are created following the same steps.

1. Select **Wikis** from the **Course Tools** list, select a wiki title.

   ![Create Wiki Page Diagram]

   a. To create additional pages; click **Create Wiki Page** on the Action Bar.

3. On the Create Wiki Page, type a **Name**.

4. Add text in the **Content** text box.

5. Click **Submit**.
Task 3: How to Add a Comment to a Wiki Page
Any course member can add a comment to a course wiki page. Comments can be viewed by all course members.

1. Select Wikis from the Course Tools list, select a wiki title.
2. On the wiki topic page, select the page to view in the side panel.
3. Click Comment following the user’s contribution.
4. Type a comment in the Comment text box.
5. Click Add.

Task 4: How to View the Participation Summary
On the Participation Summary page, you can view a list of all student participation for the current wiki being viewed.

1. Select Wikis from the Course Tools list, select a wiki title.
2. On the wiki topic page’s Action Bar, click Participation Summary for wikis with no grading or Participation and Marking for graded wikis.
3. On the Participation Summary page, view participation for the students who have contributed to the wiki.
4. In the side panel, view information about the wiki.
5. Select a user to view his or her Participant's Contribution page.
   - Page Version: displays all pages created and edited by the user.
   - Words Modified: words added, deleted, or edited.
Journals

Task 5: How to Create a Journal

1. Select Journals from the Course Tools list.
2. On the Journals listing page, click Create Journal on the Action Bar.
3. On the Create Journal page, type a Name for the journal.
4. Type optional Instructions for the journal.
5. Under Journal Availability, select the Yes option.

6. Under Journal Settings select Monthly or Weekly depending on how you want to view entries.
7. Optionally select the check boxes to:
   a. Allow Users to Edit and Delete Entries.
   b. Allow Users to Delete Comments.
   c. Permit Course Users to View Journal.
8. Select No marking
9. Click Submit.
Task 6: Creating Journal Entries

Instructors and students can create journal entries. Only instructors can comment on individual students' entries. On the Journals listing page, information is provided about each journal.

1. On the Journals listing page, select a journal title.
2. On the journal's topic page, click Create Journal Entry on the Action Bar.
3. On the Create Journal Entry page, type a Title for the journal entry.
4. Type text in the Entry Message text box.
5. Click Post Entry to submit the journal entry or click Save Entry as Draft to add the entry later.

Task 7: How to Comment on a Journal Entry

1. On the Journals listing page, select a journal title.
2. On the journal's topic page, select the journal entry to view by selecting the user's name in the side panel under More Journals.
3. Click Comment following the user’s entry.
4. Type a comment in the Comment text box.
5. Click Add.
Discussion Board

Within any one course, you can have a discussion board for the whole course and additional private boards for groups of students. Instructors can set up group discussion boards using the Groups tool. The discussion board is divided into forums, within which an initial post and the series of replies to it exist as threads.

Task 8: How to create a forum

1. Go to Course Tools and click on Discussion Board
2. Click on the discussion board course name.
3. Click Create Forum on the action bar.
4. In Forum information, enter a Name and Description
5. Leave the Forum Availability and Forum Settings options as the default settings.
6. Click Submit.

Forum Settings
Instructors can change the settings for each forum when they create it, or afterwards using the forum’s drop-down options menu. Settings include:

- Whether to mark the discussion forum and/or threads, or to have no marking
- Allowing students to create new threads
- Whether or not students must enter their own thread before viewing other threads in a forum (‘post first’)
- Allowing students to make anonymous posts
- Allowing students to delete or edit their own posts
- Allowing members to subscribe to the forum and threads (i.e. get email notifications of new posts)
Task 9: How to start a thread in a forum
1. Navigate to the Discussion board
2. From the Discussions page, click the name of the forum to which you want to add a thread.
3. Click Create Thread on the action bar.
4. Add a Subject for the thread
5. Add your Message.
6. Click Submit.

Task 10: How to reply to threads
1. Navigate to the Discussion board, then click on the forum name.
2. On the forum page, click the name of the thread.
3. Click the Reply button under the relevant area to respond to it.
4. Type your reply.
5. Click Submit.

The Forum page can be viewed in either List view or Tree view.

- In list view, threads are presented in table format.
- Tree view shows both the thread starter messages and their replies. You can collapse and expand the replies in view.

In both views, threads containing any unread posts are displayed in bold type. Users can flag important posts and mark threads as read or unread using a drop-down menu.

They can also gather posts onto one page using the Collect function, then sort, filter or print them.

Users can toggle between the two views using the buttons at the top right of the page.

Discussion boards are hierarchical in structure. Use the breadcrumb path at the top of the window to move through the different parts of the discussion board.
Blogs

A Learn blog is only accessible via a Learn course. Blogs within Learn, whilst automatically private to EASE, are public to all course takers.

Types of blogs

1. **Course blogs**: You can create a course blog and choose the topic. All course members can add blog entries and comment on blog entries.
2. **Individual blogs**: Students can add entries only to their own blogs. All other course members can view and add comments to it.
3. **Group blogs**: If you enable the blogs tool for a group of users, they can perform these tasks:
   - Group members can add blog entries and make comments on blog entries, building upon one another.
   - All course members can view group blogs, but non-group members can only add comments.

Task 10: How to create a blog topic

You must create blog topics before students can add their entries. You can create more than one blog topic for students to add entries about different subjects.

1. Go to Control Panel > Course Tools > Blogs
2. Select **Create Blog**.
3. Type a **name** and optional instructions.
4. Set **Blog Availability** to yes.
5. If required select the **Display After** and **Display Until** check boxes to enable the date and time selections. (Display restrictions don’t affect the blog availability, only when it appears.)
6. In the Blog Participation section, decide if the blog is for **Individuals** or the **Course**. You may also **Allow Anonymous Comments**.
7. In the Blog Settings section, select **Monthly** or **Weekly** Index Entries.
8. Optionally, select check boxes to **Allow Users to Edit and Delete Entries**, or **Delete Comments**.
9. In the Mark Settings section, select **No marking**

10. Select **Submit**.

**Task 11: How to create blog entries**
All course members can read group blogs, but to make an entry, a user must be a group member.

1. On the Blogs listing page, select a **blog title**.
2. On the blog’s topic page, select **Create Blog Entry**.
3. Type a **Title** and **Entry Message**.
4. Select **Post Entry**.

**Task 12: How to comment on a blog entry**
1. On the Blogs listing page, select a **blog title**.
2. Select a **user’s name** in the list in the sidebar to view a blog entry.
3. Select **Comment** below the user’s entry and type a comment.
4. Select **Add**.
Linking to tools

You can provide links to tools in course menus, content areas and folders.

Task 13: How to add a link to the course menu

You can add a link to the course menu for instant access to the individual communication tools. You can also customize the name of the link.

1. Select the plus sign above the course menu. The Add Menu Item list appears.
2. Select Tool Link and type a Name for the link.
3. From the Type list, select the appropriate tool.
4. Select the Available to Users check box.
5. Select Submit.

For Wikis/Blogs/Journal/Discussion pages a link can go to the whole board/page, which centralises all the items in the course.

Task 14: How to create a link to a page in a course content area or folder

1. Select the content area or folder where you want to add the tool.
2. From the action bar, select Tools then select the appropriate tool.
3. Select Link to the Wikis/Blogs/Journal/Discussion Board, Page as required.
4. Click Next
5. On the following page, leave the Link name as it is, and the text box blank.
6. Leave the Options as the default settings.
7. Click Submit.
For Blogs and Discussion pages a link can go to an individual blog or forum.

**Task 15: How to create a link to an individual blog or forum in a course content area or folder**
1. Select the content area or folder where you want to add the tool.
2. From the action bar, select **Tools**, select the required tool.
3. Then depending on the tool:
   a. Discussion board, click the button next to **Select a Discussion Board forum**, then select the **forum** from the box.
   b. Blog, click the button next to **Link to a Blog**, then select your **blog** from the box.
4. Click **Next**.
5. On the following page, leave the Link name as it is and the text box blank.
6. Leave the Options as the default settings.
7. Click **Submit**.