



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

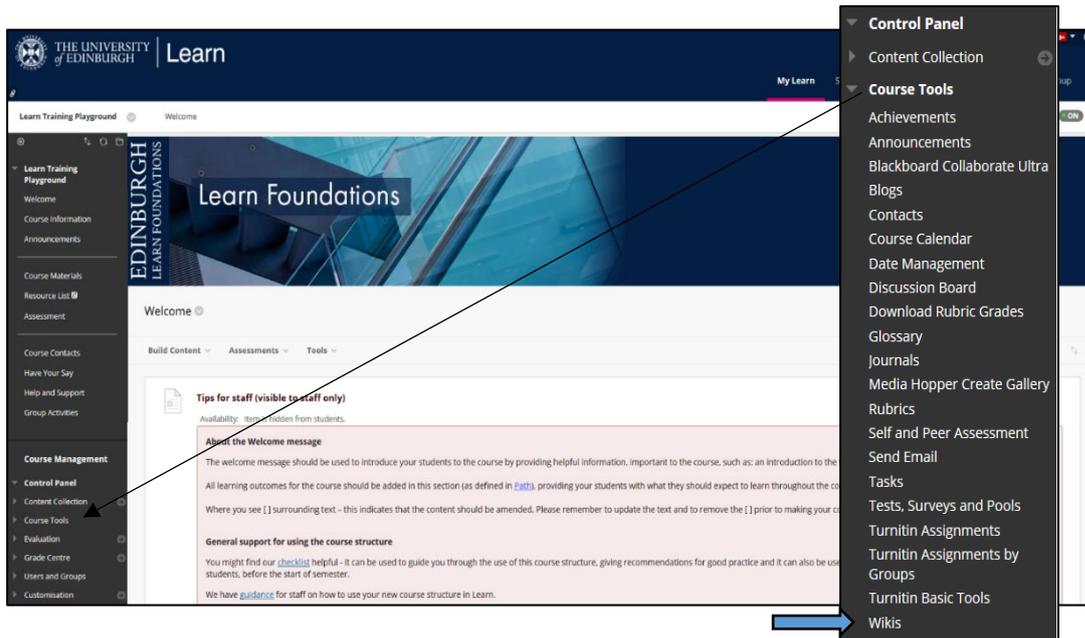
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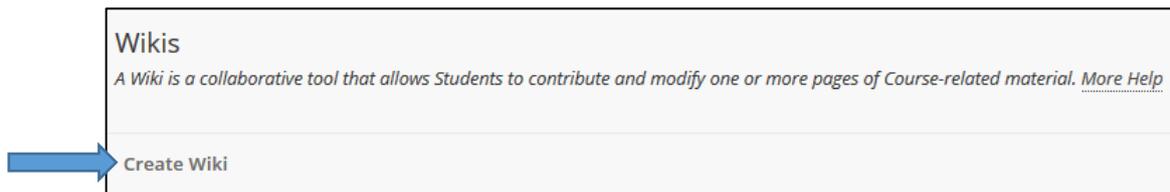
If you require this document in an alternative format, such as large print or a coloured background, please phone Paul Smyth (Learning Technology Advisor) on 0131 6511261 or email [LearnFoundations@ed.ac.uk](mailto:LearnFoundations@ed.ac.uk)

# Wikis

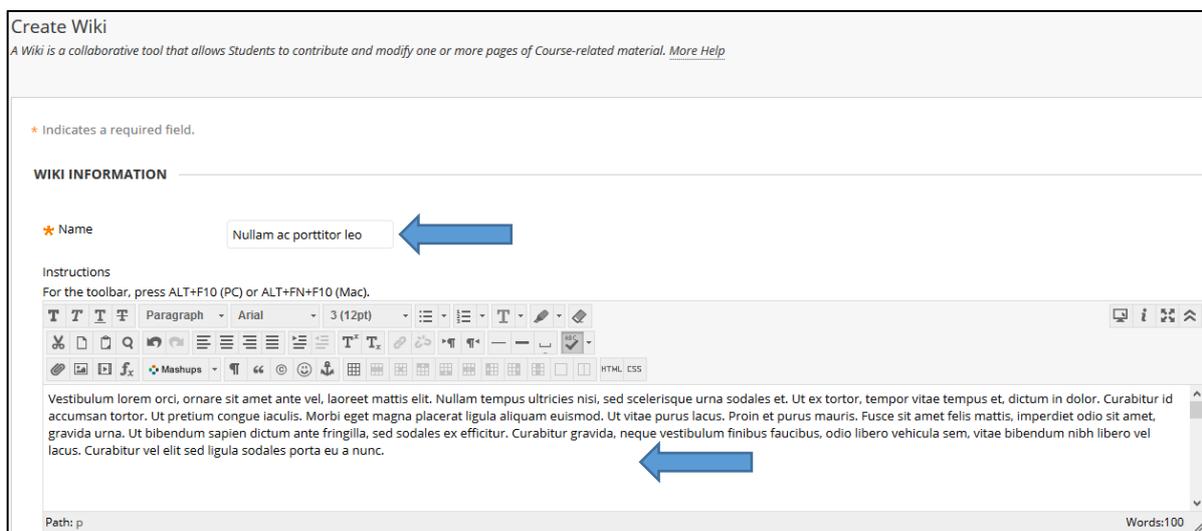
## Task 1: How to create a wiki



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.

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.

- 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.

Participant's Contribution: Paul Smyth

All pages and versions that you have modified are listed. To see your specific changes, choose to compare versions under **User's Modifications**, if available. Click a link in the **Page Version** column to view the version without annotated changes. [More Help](#)

PAGE VERSION	USER'S MODIFICATIONS	CREATED ON	WORDS MODIFIED
<a href="#">My first wiki page (2)</a>	<a href="#">Compare to Version 1</a>	04/02/20 08:18	96
<a href="#">My first wiki page (1)</a>		03/02/20 16:00	0

Displaying 1 to 2 of 2 Items [Show All](#) [Edit Paging...](#)

Wiki Details

Modified By:  Paul Smyth

Words Modified: 96 (100%)

Total Page Saves: 2 (100%)

# 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.

Create Journal

*Journals are a self-reflective tool that allows Students to post their personal reflections about the Course or discuss and analyse Course-related materials. [More Help](#)*

\* Indicates a required field.

**JOURNAL INFORMATION**

\* Name  ←

Instructions  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



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Path: p Words:100

**JOURNAL AVAILABILITY**

Journal Availability  Yes  No ←

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**

**JOURNAL DATE AND TIME RESTRICTIONS**

Limit Availability

Display After     
Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Display Until     
Enter dates as dd/mm/yyyy. Time may be entered in any increment.

**JOURNAL SETTINGS**

Index Entries

Monthly  
Indexing will organise entries by the ←

Weekly

Allow Users to Edit and Delete Entries ←

Allow Users to Delete Comments ←

Permit Course Users to View Journal

**MARK SETTINGS**

If a Due Date is set, submissions are accepted after this date, but are marked Late.

Mark Journal

No marking ←

Mark: Points possible:

Click Submit to finish. Click Cancel to quit without saving changes.

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.

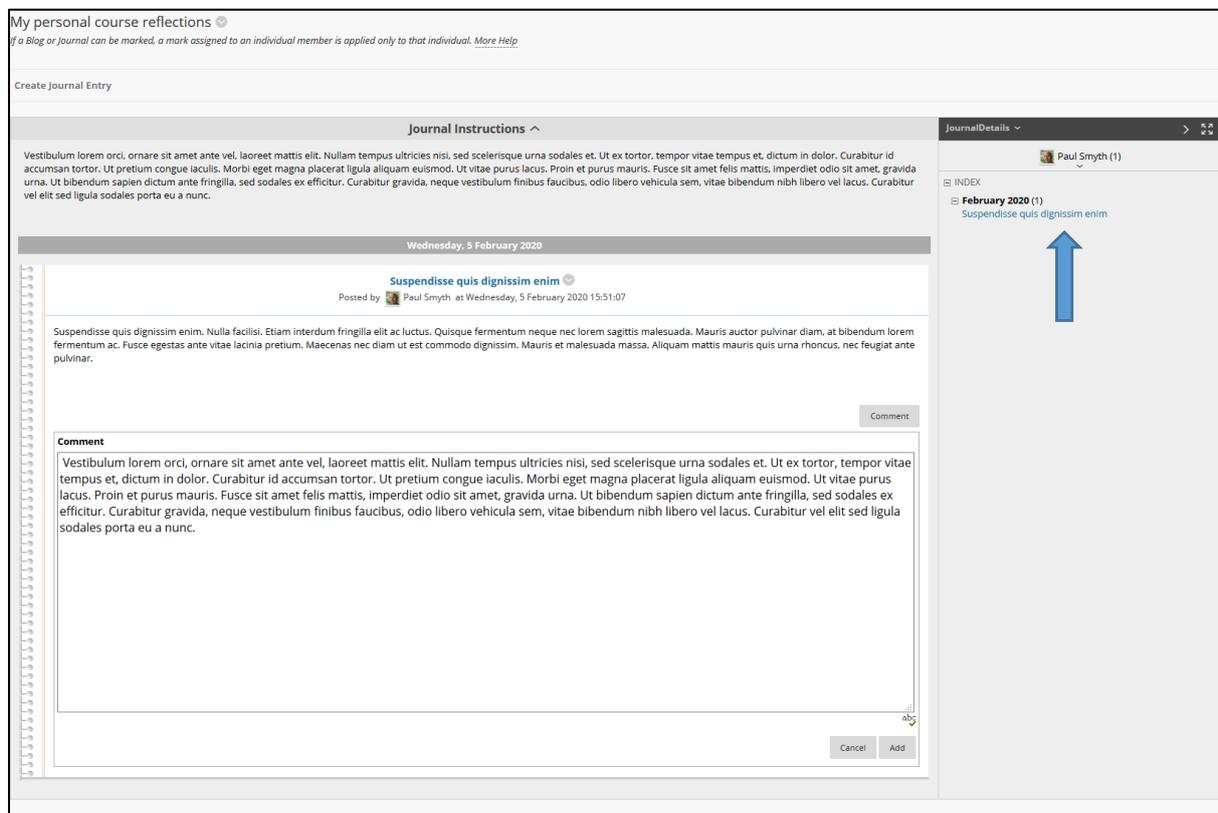
1. On the Journals listing page, select a **journal title**.
2. On the journal's topic page, click **Create Journal Entry** on the Action Bar.



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.

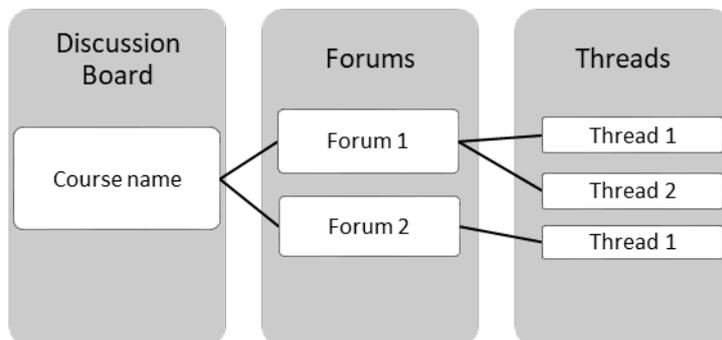
## Task 7: How to Comment on a Journal Entry

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)

**FORUM SETTINGS**

*If a Due Date is set, submissions are accepted after this date, but are marked late.*

**Viewing Threads/Replies**

- Standard View
- Participants must create a thread in order to view other threads in this forum.

*If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.*

**Mark**

- No Marking in Forum
- Mark Discussion Forum: [0]
- Mark Threads

**Subscribe**

- Do not allow subscriptions
- Allow members to subscribe to threads
- Allow members to subscribe to forum
- Include body of post in the email
- Include link to post

**Create and Edit**

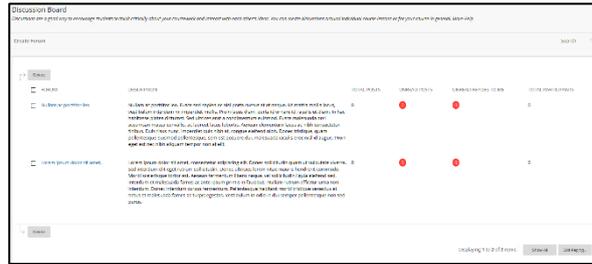
- Allow Anonymous Posts
- Allow Author to Delete Own Posts
- Allow Author to Edit Own Published Posts
- Allow Members to Create New Threads
- Allow File Attachments
- Allow Users to Reply with Quote
- Force Moderation of Posts

**Additional Options**

- Allow Post Tagging
- Allow Members to Rate Posts

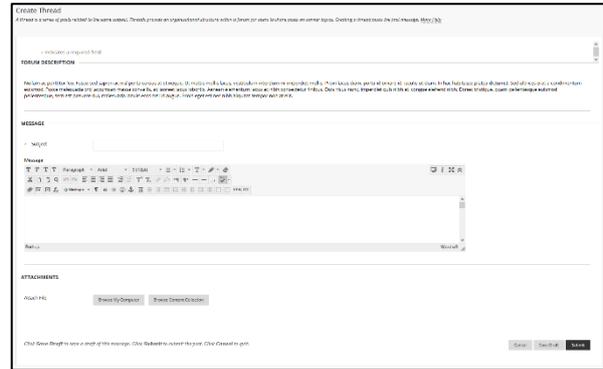
Task 9: How to start a thread in a forum

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**.

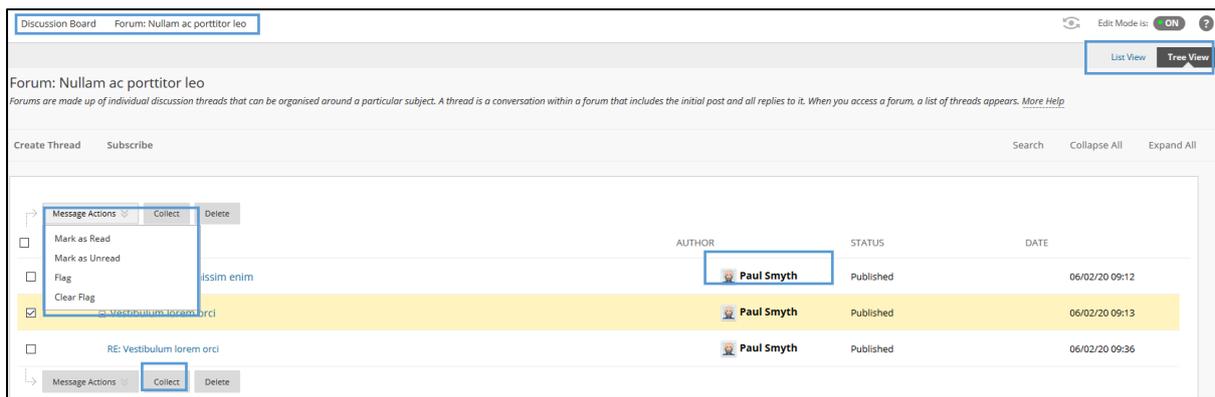


The Forum page can be viewed in either List view or Tree view.

- 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.)

Create Blog

A Blog is a collaborative tool that allows Students to post their personal reflection about the Course or discuss and analyse Course-related materials. [More Help](#)

\* Indicates a required field.

**BLOG INFORMATION**

\* Name

Instructions

Path: p

**BLOG AVAILABILITY**

Blog Availability  Yes  No

**BLOG DATE AND TIME RESTRICTIONS**

Limit Availability  Display After

Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Display Until

Enter dates as dd/mm/yyyy. Time may be entered in any increment.

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**

**BLOG PARTICIPATION**

Blog Type  Individual to All Students  Course ←  
 Allow Anonymous Comments

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**BLOG SETTINGS**

Index Entries  Monthly ←  
*Indexing will organise entries by the chosen time-frame.*  
 Weekly  
 Allow Users to Edit and Delete Entries  
 Allow Users to Delete Comments

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**MARK SETTINGS**

*If a Due Date is set, submissions are accepted after this date, but are marked Late.*

Mark Blog  No marking ←  
 Mark: Points possible:

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**.

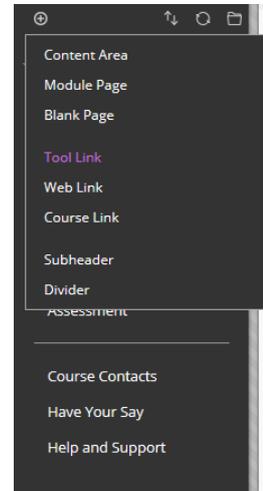
## Linking to tools

**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.

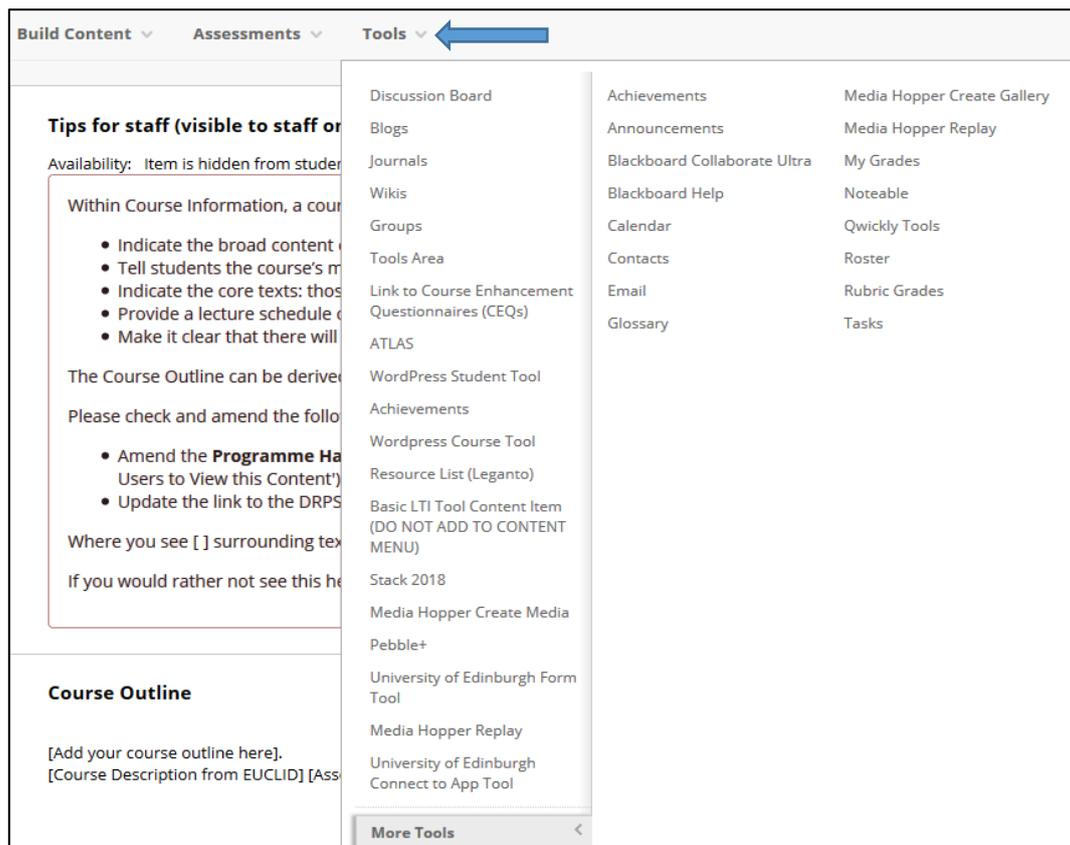
1. Select the plus sign above the course menu. The Add Menu Item list appears.
2. Select Tool Link and type a Name for the link.
3. From the Type list, select the appropriate tool.
4. Select the Available to Users check box.
5. Select Submit.



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.

CREATE LINK: DISCUSSION BOARD

*Link to the Discussion Board page, link to a specific Discussion Board forum or create a new Discussion Board forum. Creating a link to a forum here and making it hidden will make the forum hidden as well.*

Link to Discussion Board Page

Select a Discussion Board Forum

Select a Discussion Board Forum

---Select forum below---

Lorem ipsum dolor sit amet,  
Nullam ac porttitor leo

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**.