

Laulima's Discussion and Mail Tools:

Messages - Mailtool - Email Archive

Discussion and Private Messages - Forums

Interaction can enrich the learning experience for a student. These days, it can occur in or outside a classroom. In the online environment, interaction takes place in a variety of ways using email or discussion board tools. While email is typically reserved for one-to-one communication, discussion board tools facilitate interaction for one-to-many.

Contents

Mail Tools pg 1

 Messages pg 1

 Mailtool pg 7

 Email Archive pg 9

Discussion Boards pg 9

 Discussion & Private Messages pg 10

 Forums pg 17

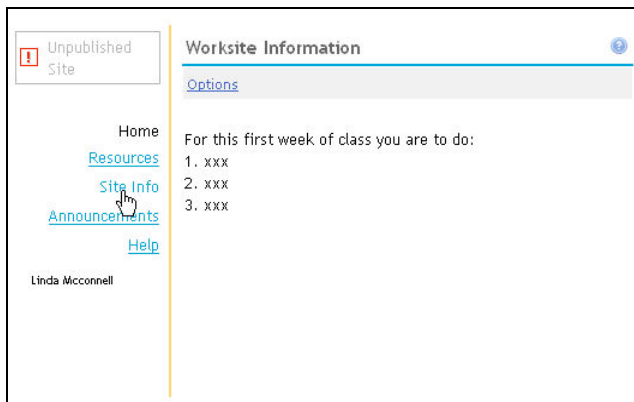
Mail Tools

Email can be used for student support, feedback and guidance. There are basically two tools in Laulima you can choose to use for contacting individuals or groups of students.

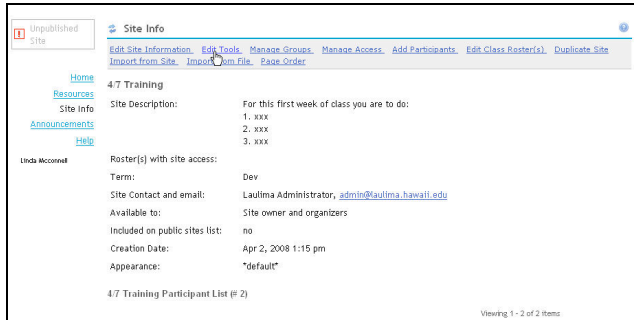
Messages tool:

With this tool you can send a composed message either directly to the Messages Tool or students email addresses (as a group or individually). If the message is sent to an email address there is a link in the message, which allows students to reply. This link basically auto logs students into the Messages tool within the course where they can choose to compose a message.

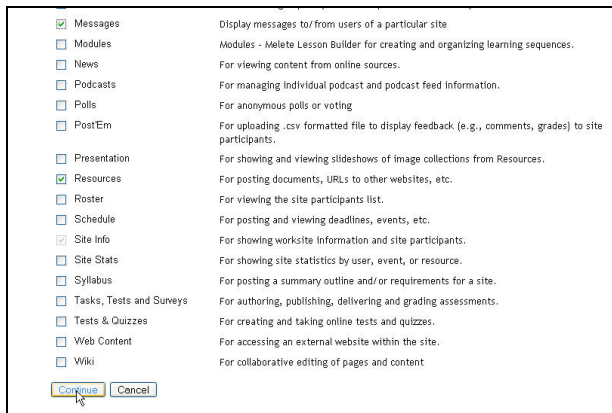
1. To add the Messages tool go to Site Info:



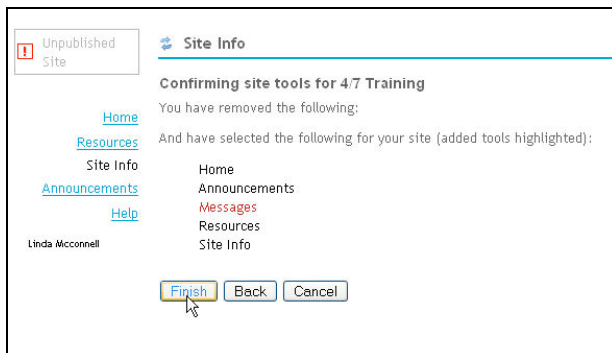
2. Select "Edit Tools"



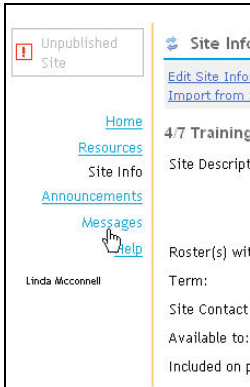
3. Check the box for Message, scroll down and click Continue.



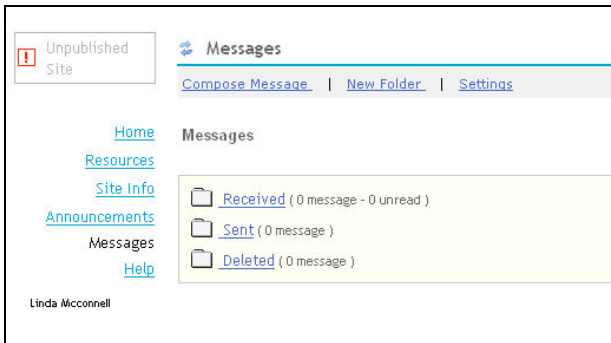
4. Click "Finish"



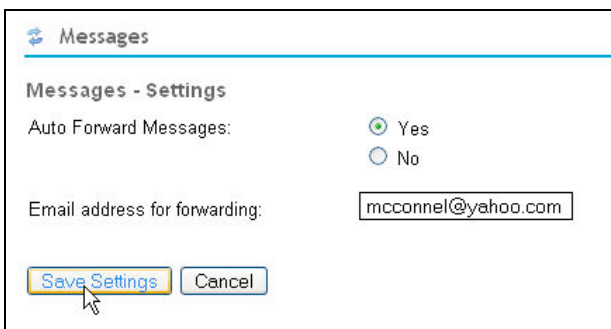
5. From the Course Menu, select the link for "Messages"



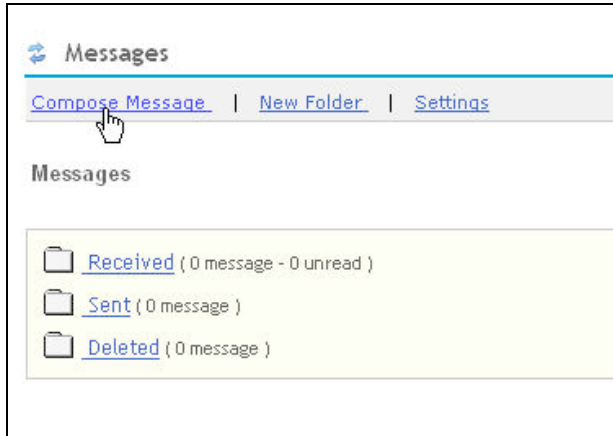
7. Messages is very similar to a normal email tool, with Received, Sent and Deleted folders.



8. Students and Instructors can choose to have messages forwarded to an external email address by clicking on "Settings", selecting the radio button for "Yes" and entering an email address. Click Save Settings when done (*instructors are not able to over ride this option, meaning if they say "No" students still have the ability to forward in their own accounts*).



9. To compose a message, click on "Compose Message"



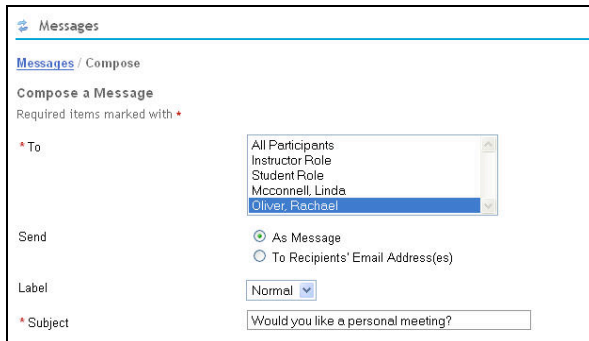
10. Either select "All Participants" for a mass email or individual students in the "To" window.

Select where to send the message:

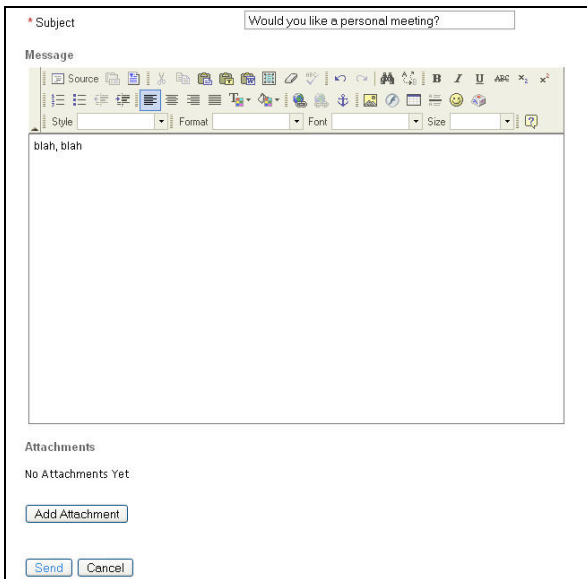
As Message: this option will send your message in the Sent folder of the students Messages area

To Recipients' Email Address(es): this option will send your message to students hawaii.edu email address

Enter a subject header.

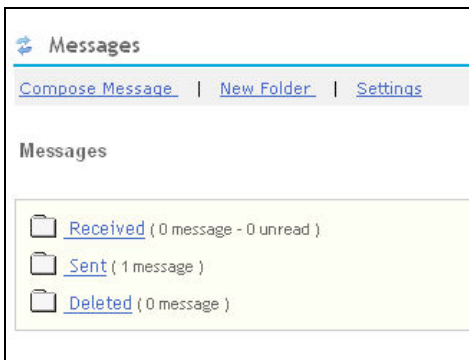


11. Using the HTML editor compose your message, and if need use the button for "Add Attachment" if you have any additional documents or files you want to send to students. Click "Send" when done.



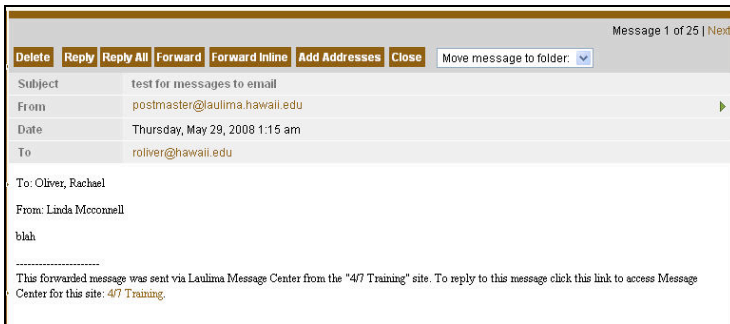
12. If the message was sent to the Message Tool, click on the "Sent" folder to open and click on the message title to read.

To reply to a written message, click on the "reply" button which is available directly in the email.



13. If the message was sent to individual email addresses, enter your email client, and open the email as you would any other message.

To reply, click on the link at the bottom of the message "To reply to this message click this link to access Message Center for this site: xxxxxxxx"



Mailtool and Email Archive tools:

With this tool or tool set (you can use the Mailtool without adding the Email Archive if you choose) can send a composed message either directly to the Messages tool or students' email addresses (as a group or individually). It works similar to the Messages Tool except all messages go to student hawaii.edu addresses only.

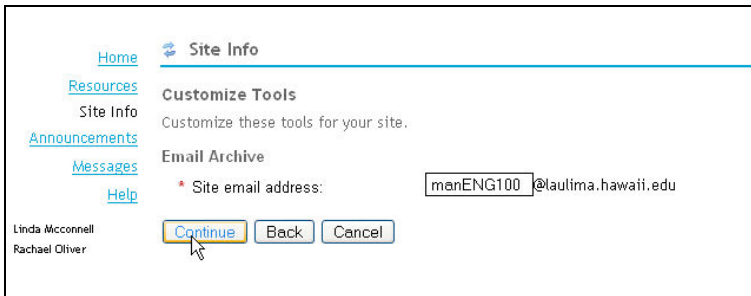
The Email Archive tool allows the instructor to create a unique email address for the course and use it to send email messages to ALL students registered in the class quickly. When students reply to the message it will go directly to the instructors hawaii.edu address.

It is also used to store sent messages from the Mailtool, creating an archived area for students to view all course email postings from the instructor...no more excuses of the dog ate my email. ****By default, students cannot send messages to the Email Archive address, but you can change this by selecting "permissions" and clicking the checkbox for "New" under Students and save (keep in mind though that messages sent to it is viewable by everyone in the course).**

As with all tools that are not part of the default template, you must add it by going to "Site Info, selecting "Edit Tools", select desired tool, click "Continue" and "Finish"

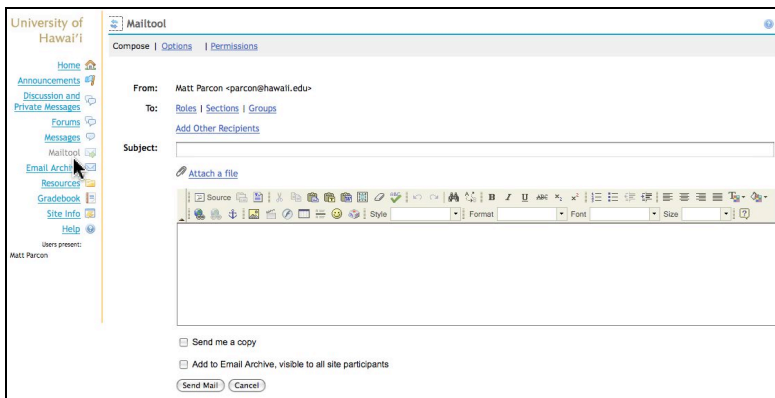
<input checked="" type="checkbox"/>	Email Archive	For viewing email sent to the site.
<input type="checkbox"/>	Evaluation System	Tool for running site evaluations.
<input type="checkbox"/>	Forums	Display forums and topics of a particular site
<input type="checkbox"/>	Gradebook	For storing and computing assessment grades from Tests & Quizzes or that are manually entered.
<input type="checkbox"/>	Link Tool	A tool to link to external applications.
<input type="checkbox"/>	Mailtool	Send mail to groups in your course. (Attachment-enabled)
	Messages	Display messages to/from users of a particular site

If you also choose to add the Email Archive tool you will be given a window to type in an email address of your choosing. It may be best to type in something that makes it specific to the course and you as the instructor (example: ENG100_Mcconnell@laulima.hawaii.edu)

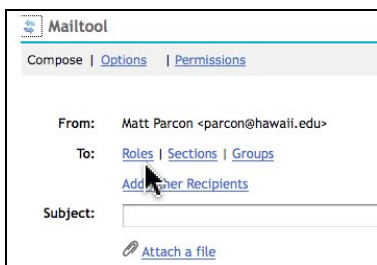


The Mailtool:

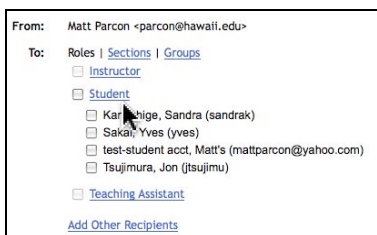
1. To compose a message with the Mailtool, click on the Mailtool link in the course menu



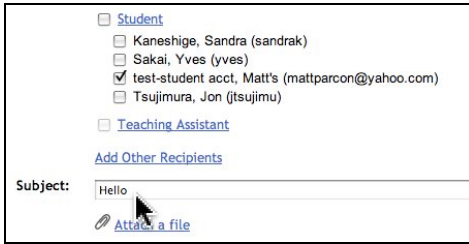
You will first need to select your recipient(s). You will see four options, "Roles" (e.g. "Instructors, Students, TAs" or "Maintain and Access" if you have a collaboration site); "Sections" (if your site has sections); "Groups" (if groups are set up in the site); and "Add Other Recipients" (you can type in email addresses with this option).



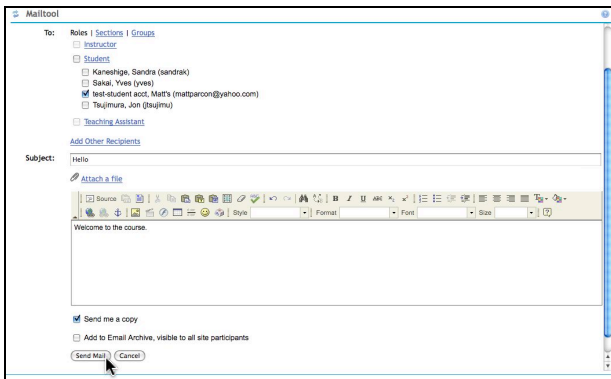
Clicking on one of the option links will display a list of recipient groups. Clicking on the group link will display individual recipients.



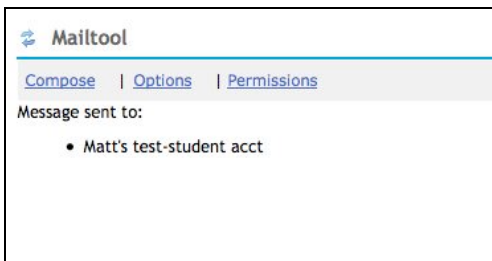
Enter a subject header. (Without a subject, the message will not be sent.)



2. Use the HTML editor to compose the message, select either or both for "Send me a copy" and "Add to Email Archive" if the tool has been added (this will store all messages you send out in one location for students to read in the Archive, but also send out to external email addresses). Select "Send Mail" to post



3. You should receive a confirmation message after the message has been sent.

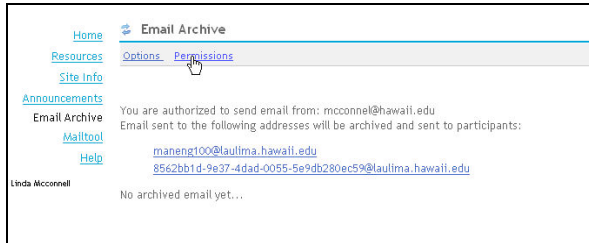


To reply to a message, students use their normal email clients reply feature. The reply will be automatically sent to the instructor's hawaii.edu mail address.

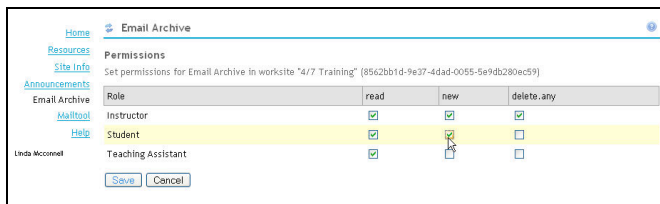
The Email Archive Tool:

By default, students cannot use the course email address from the Email Archive tool to send email to the course.

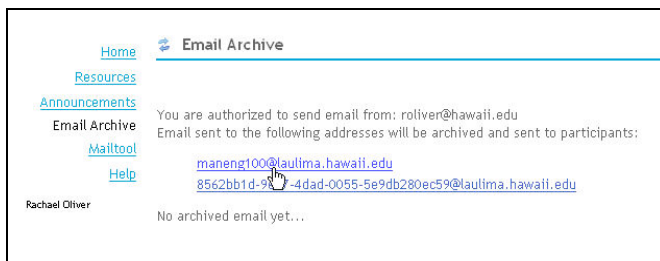
1. If you would like students to have this ability, enter the Archive tool and click on "Permissions"



2. Check the box for "New" in the Student column, click "Save"



3. In the students course they now can either click on the email address or use it to place in their email clients address book and compose a message. **Keep in mind messages sent using this address becomes visible to EVERYONE in the course, it is automatically sent to the archive list.**



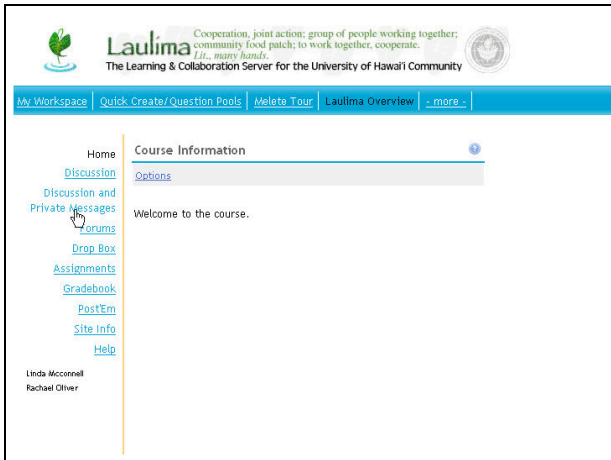
Discussion Boards

The bulk of course interaction takes place in discussion areas where the instructor creates a discussion category, posts an initial message and students reply. Laulima has two discussion tools, each with its own unique behaviors. Choosing which discussion tool to use should be based on your interaction and management needs. It's recommended that you test each of these tools and pick the ONE that best suits your course. By default the Discussions and Private Messages tool is already part of each Laulima course. The other tool discussed in this manual (Forums) must be added (Site Info > Edit Tools).

Discussion and Private Messages tool:

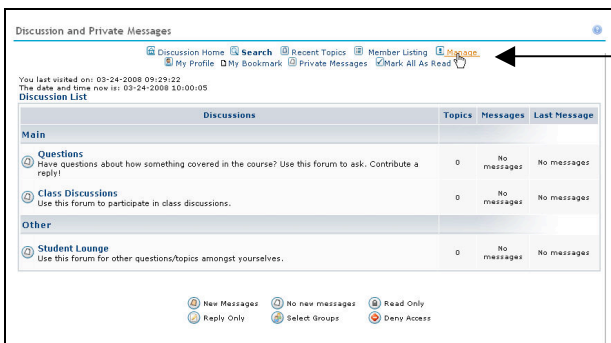
Discussions & Private Messages helps to facilitate one-on-one and group communication. The Private messaging portion of this tool gives all users the ability to communicate one-on-one with either their peers or the instructor.

By default this tool is already in each course and has preset categories and forums. To enter Discussions and Private Messages click on the link same named link in the Course Menu.

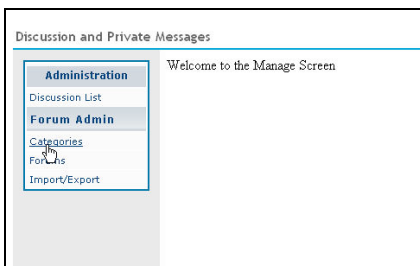


It is your choice to stay with the default categories and forums OR alter it to better fit your course interaction needs.

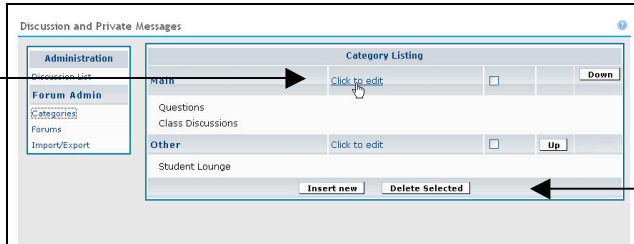
To edit existing category and/or forum click on the text link for "Manage".



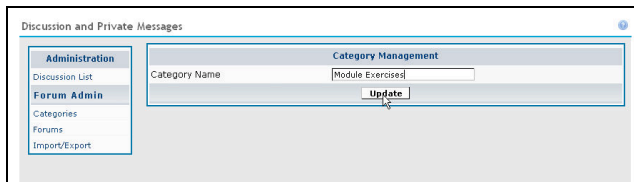
Click on "Category" to edit and/or add new categories.



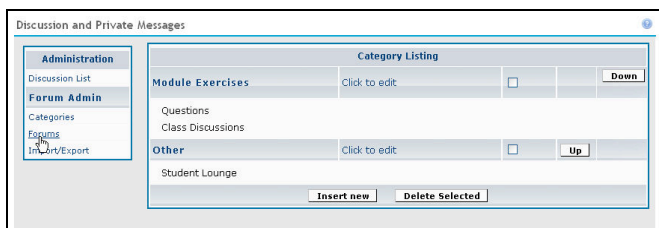
To edit an existing category select "Click to edit" next to the category you would like to change. To add a new category, click on "Insert New".



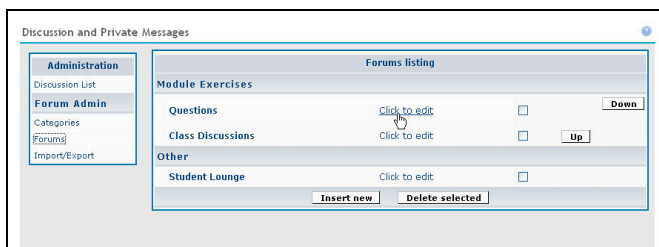
Enter a category title, click "Update".



To edit or add a Forum, click on "Forums".



Choose to either edit an existing forum by selecting "Click to edit", or add a new one by clicking on "Insert new".



Enter a Forum Name, such as Module One, make sure to place it in the correct "existing" category using the pull down menu, enter a short description (optional) of what this forum area is used for, click "Update" when done.

Discussion and Private Messages

Administration

- Discussion List
- Forum Admin**
- Categories
- Forums
- Import/Export

Forum Management

Forum Name:

Category:

Description:

Make Forum Visible on Date/Time:

Lock Forum on Date/Time:

Forum Type:

- Normal (allow post/reply)
- Reply only
- Read only

Allow Access:

- All Site Participants
- Deny Access
- Allow Access to Selected Groups

Note: To setup groups for this site, go to Site Info >> Manage Groups.

Click "Discussion List" to return to the Discussion and Private Messages area.

Discussion and Private Messages

Administration

- Discussion List
- Forum Admin**
- Categories
- Forums
- Import/Export

Forums listing

Module Exercises

Module One	Click to edit	<input type="checkbox"/>	Down
Module Two	Click to edit	<input type="checkbox"/>	Up

Other

General Class Discussions	Click to edit	<input type="checkbox"/>	
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To add an initial message to a forum, click on the forum title.

Discussion and Private Messages

Discussion Home Search Recent Topics Member Listing Manage

You last visited on: 03-24-2008 09:25:52
The date and time now is: 03-24-2008 10:04:03

Discussion List

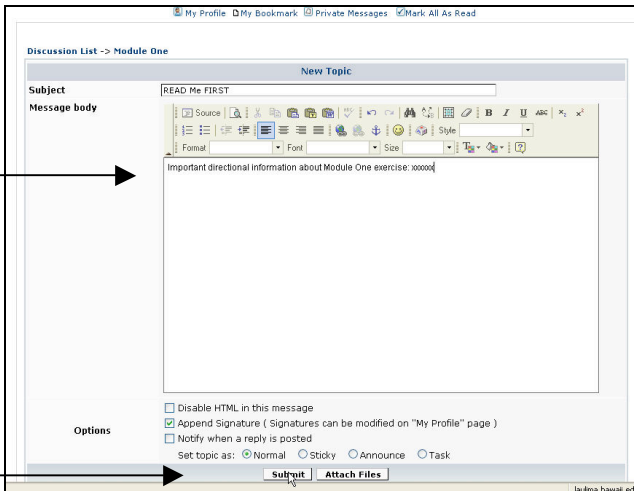
	Discussions	Topics	Messages	Last Message
Module Exercises				
Module One	All module One exercise discussions will take place in this forum.	0	No messages	No messages
Module Two	All module two exercise discussions will take place in this forum.	0	No messages	No messages
Other				
General Class Discussions	Use this forum for any questions, concerns or issues you may have about course topics.	0	No messages	No messages

New Messages
 No new messages
 Read Only
 Reply Only
 Select Groups
 Deny Access

Click the button for "New topic".

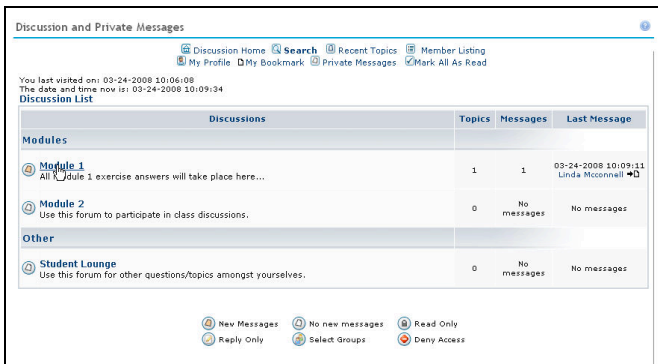


Enter a Subject title such as "Read me first", continue to use the HTML editor to type the message. Click "Submit" when done.

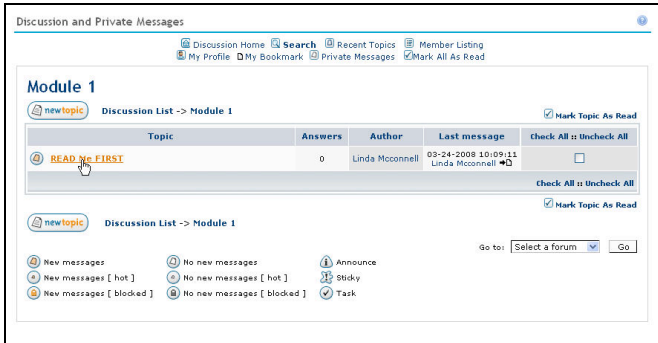


The following are student views of the Discussion and Private Messages area that has 2 Categories (Modules and Other), plus 3 Topics (Module 1, Module 2 and Student Lounge).

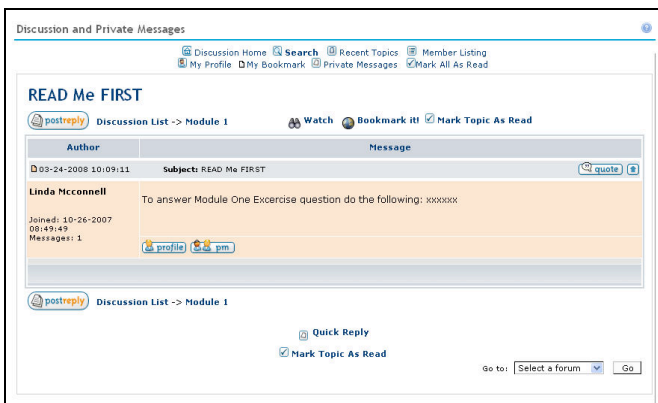
For a student to view a posting click on the forum topic "Module 1".



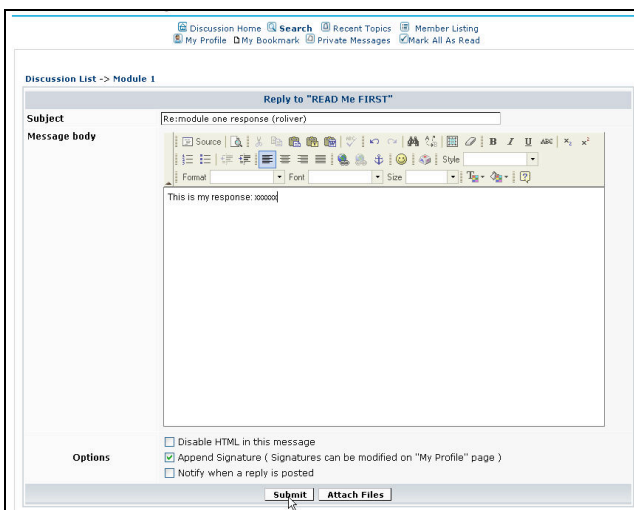
Click on the message title.



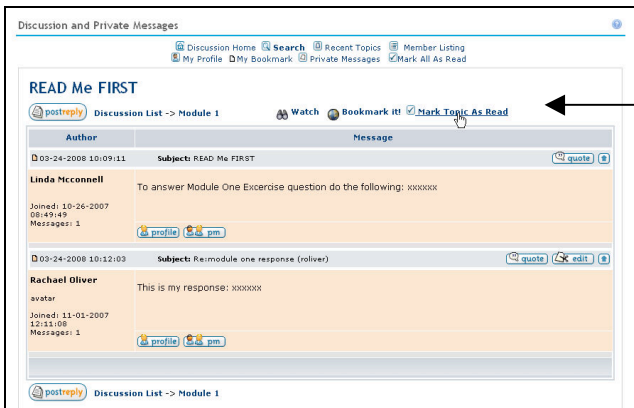
Unread messages have a pinkish background. To reply to the message, one can choose to "Post Reply" OR "Quote". Post Reply will list the reply in a linear fashion at the end of the message thread. Quote will also post the reply at the end of the message thread but references the message being quoted by embedding the quoted text above the body of the new message.



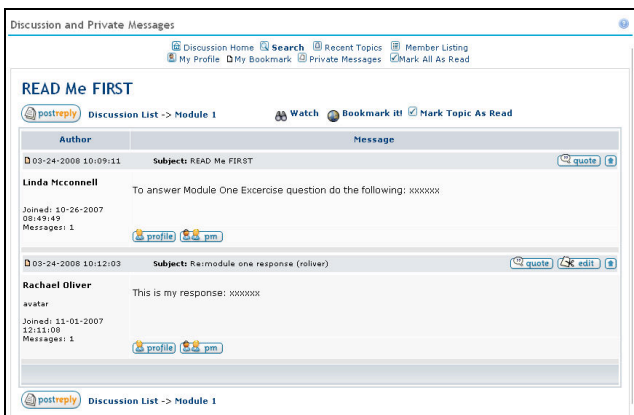
Type the reply using the HTML editor. Students can alter the subject header to better fit their response and click "Submit" when done.



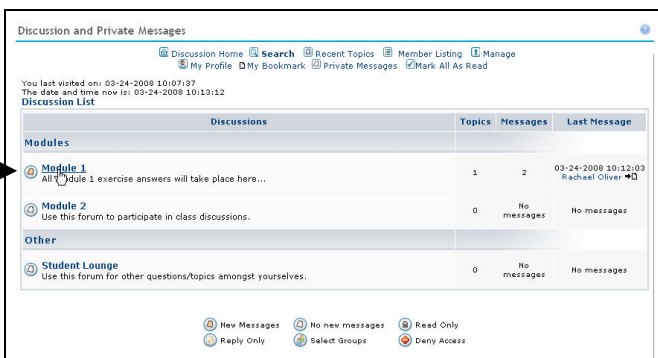
To better track unread/read messages, users need to click "Mark Topic as Read" to reset the message posts to zero.



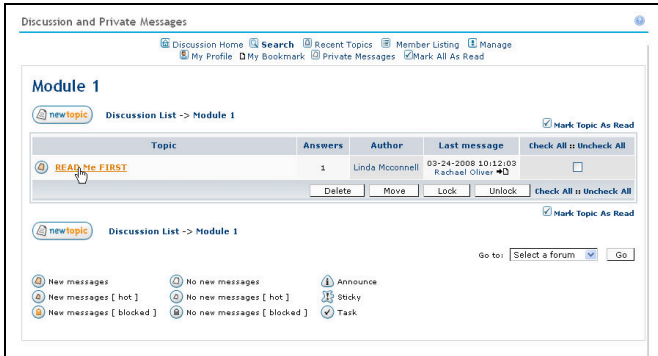
Once the messages have been marked as read, the background becomes white.



Returning back to the instructor view of Discussions and Private Messages, once a reply has been posted this area will indicate new unread messages by a colored paper icon next to each forum. Click on the forum to enter.



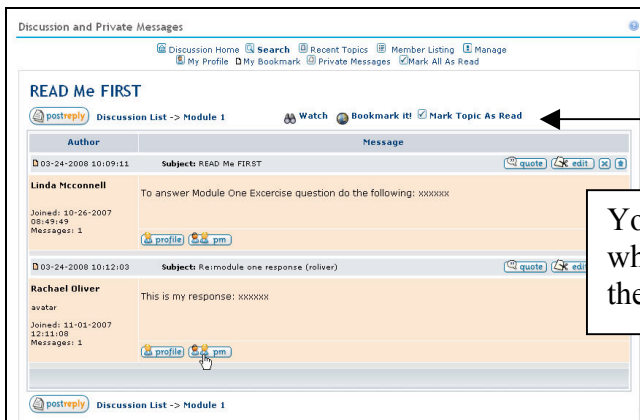
Since the reply is threaded to the original posted message, click on your original post.



Just like a student, unread messages will be shown with a pinkish background. Remember to click on "Mark topic as read" to alter the unread messages to read and change the pinkish background to white.

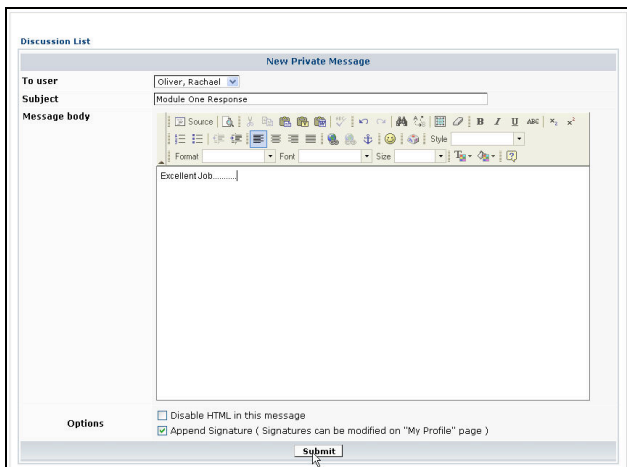
To respond to a student choose to either "Post reply" OR click on "PM".

Post reply will send a message to the forum area and post it in a linear manner at the bottom of the message list, while posting to "PM" will send a message directly to just the student via "Private Messages".

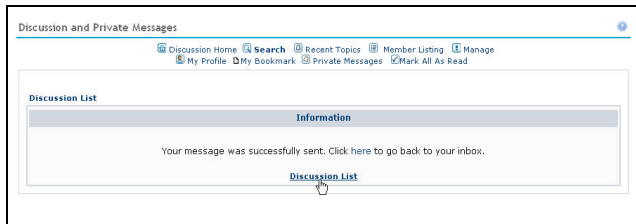


You also have the option to "Quote" which will place the reply directly under the students posted message.

Either method you choose to use for reply, type the text in the HTML editor, click "Submit" when done.



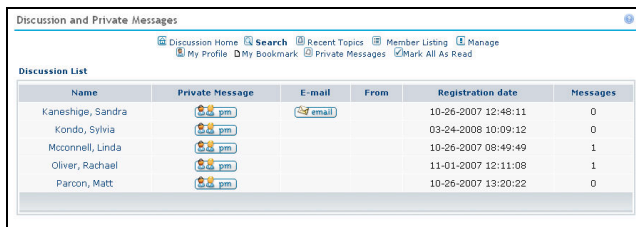
If need be, to return back to Discussions, click on "Discussion List".



To manage discussions and private messages you can click the "Member Listing" link.



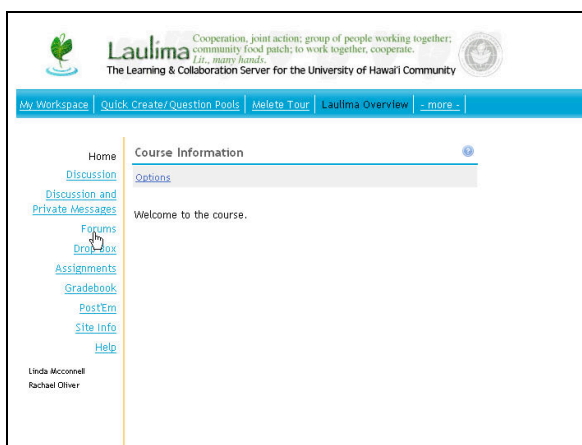
This area only shows how many messages a student posts. It also is a central location to send out private messages OR if a student entered "My Profile" info, send an email.



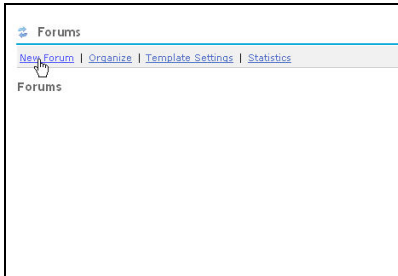
Forums tool:

Forums can be used in place of Discussion and Private Messages. As with Discussion and Private Messages, Forums can also be used to set up discussion sections and post messages based on course content.

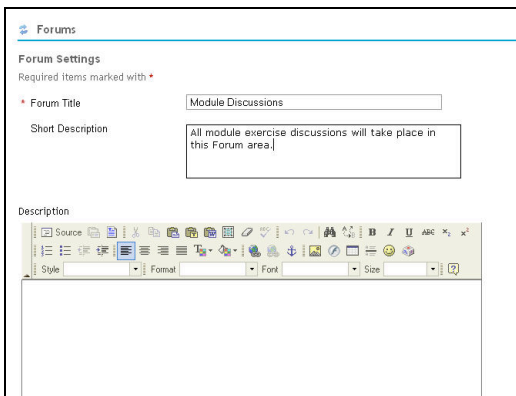
Once Forums has been added to the course, click on Forums in the Course Menu.



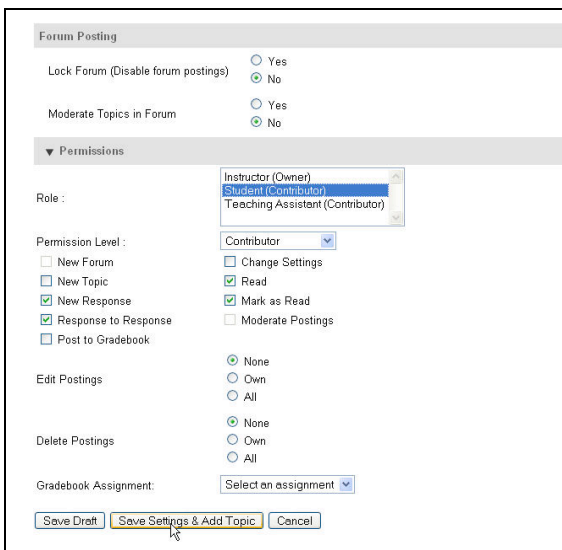
The Forum tool uses "Forums" for what we have been referring to as Categories in the other Discussion tool. To add a new Forum, click on the "New Forum" text link.



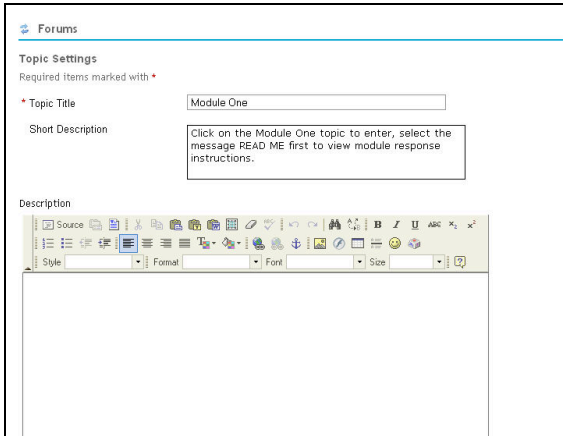
Enter a Forum title, such as Module Discussions and enter a "Short Description"...no longer than a sentence or two.



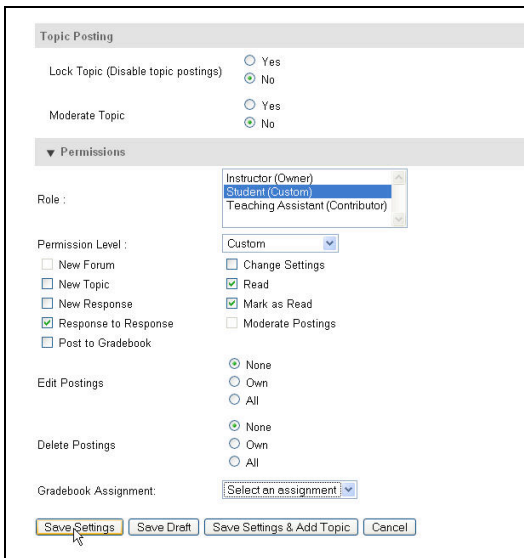
Scroll down the page to Permissions, click on "Student" in the list and verify that only "New Response", "Response to Response", "Read" and "Mark as Read" are checked. Click "Save Settings & Add Topic".



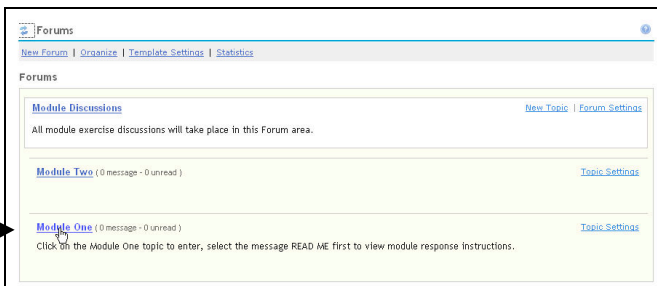
The Forum tool uses "Topics" for what we have been referring to as Forums in the other tool. Enter a Topic title, such a "Module One", enter a short description of what will take place in this specific topic area.



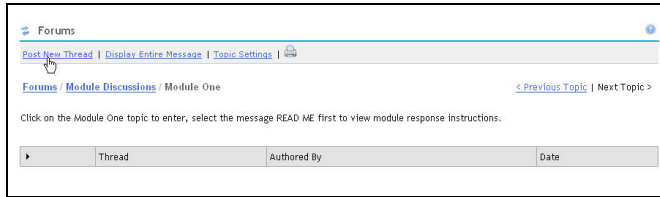
Scroll down to Permissions, click on "Student" in the list and verify that "Response to Response", "Read" and "Mark as Read" are checked. Click "Save Settings" when done.



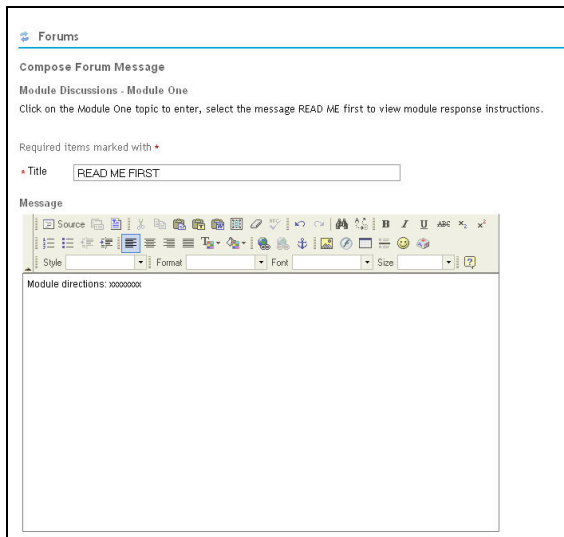
To create the initial message in a topic area click on the topic title.



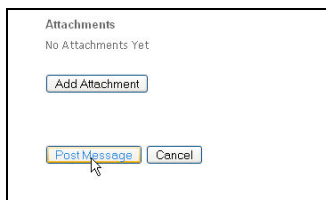
Click on the link for "Post New Thread".



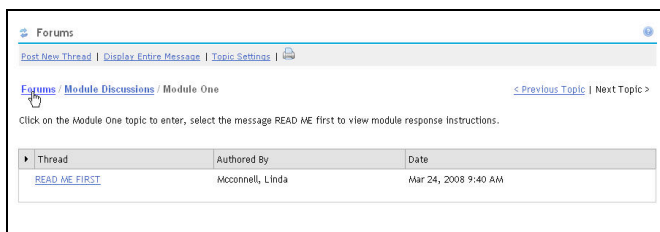
Enter a Title such as "Read Me First", type up the message in the HTML editor.



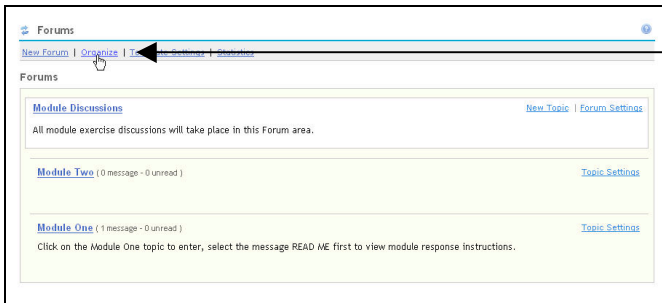
Click "Post Message" when done.



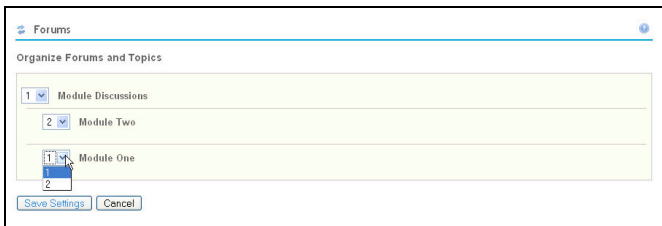
To return back to Forums, click on "Forums" above the message list.



To move Forums/Topics to correct positions click on "Organize".

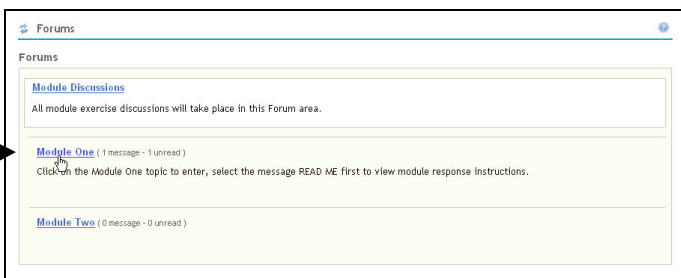


Use pull down menus to choose correct position number, click "Save Settings" when done.

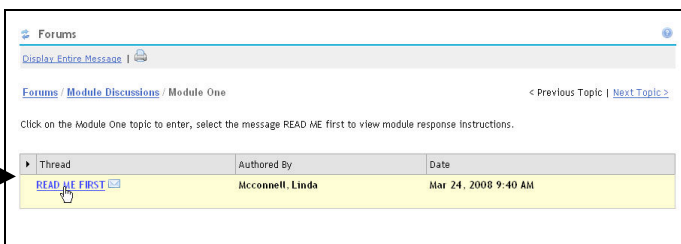


The following are student views of the Forums area that has one forum (Modules Discussions), plus two topics (Module One and Module Two).

For students to view postings, click on the Topic title.



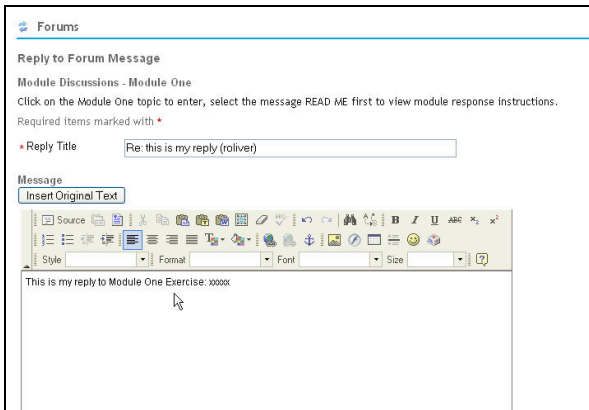
To view the message, click on the message title.



Click on "Reply".



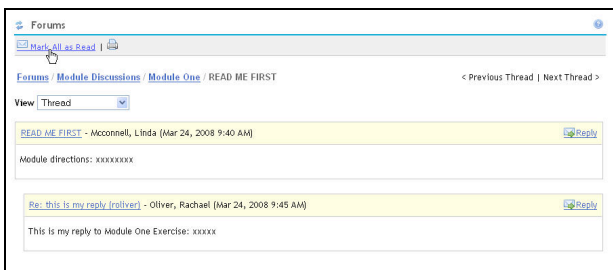
Students can alter the Reply Title to better fit their response and type up the message using the HTML editor.



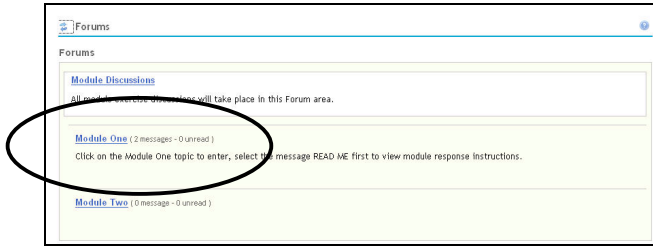
Click "Post Message" when done.



As with the previous discussion tool, click "Mark All as Read" after reading messages contained in a Topic area. This will zero out the unread indicator.

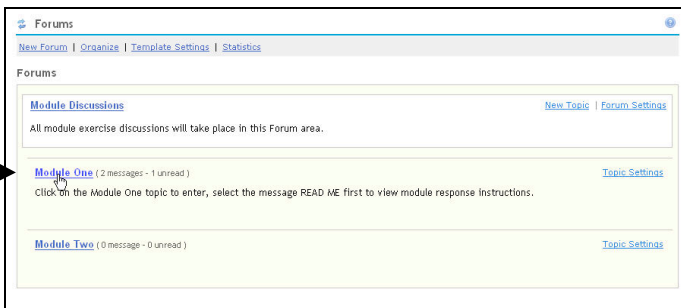


There are now 0 unread messages.

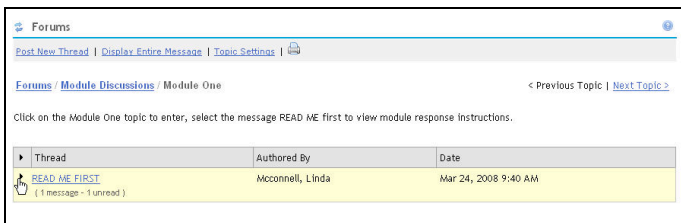


Returning back to the instructor view of Forums, once a reply has been posted this area the unread indicator will show how many unread messages are available.

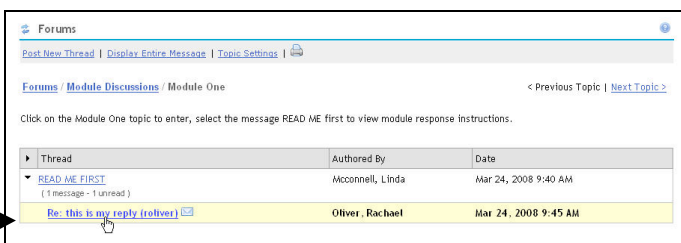
To view the message, click on the Topic title.



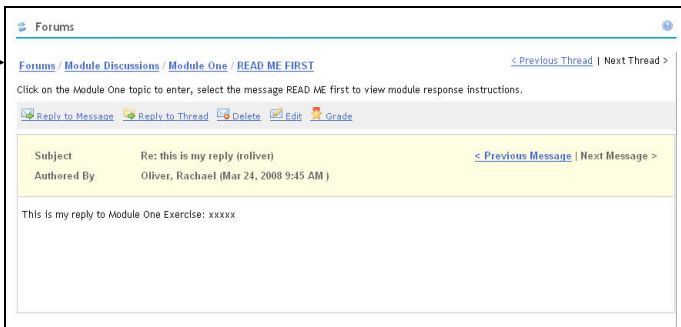
Use the arrow by the original message to open the message thread.



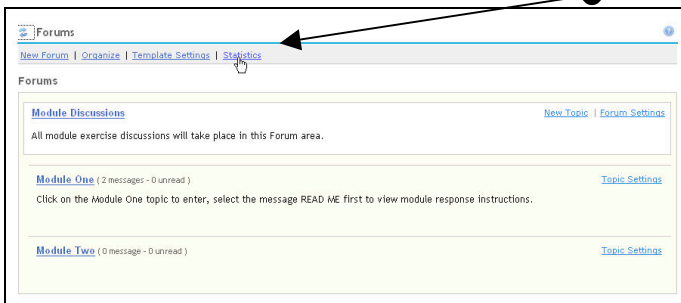
Click on the message title.



To reply to this message click on "Reply to Message" text link or click on Forums to return to the main forum area.



To manage student messages, click on the "Statistics" text link.



Statistics will show how many a student authored, read and how many they have yet to read.

Click on a student name.

A screenshot of the forum statistics page. The breadcrumb trail is "Forums / Statistics". There is a table with the following data:

Name	Authored	Read	Unread	Percent Read
Kaneshige, Sandra	0	0	2	0%
Kondo, Sylvia	0	0	2	0%
Mcconnell, Linda	1	2	0	100%
Oliver, Rachael	1	2	0	100%
Parcon, Matt	0	0	2	0%

Review how many replies a student posted to a specific topic.

Forums

[Forums](#) / [Statistics](#) / Oliver, Rachael

Forum Authored

Forum Title	Date	Subject
Module One	Mar 24, 2008 9:45 AM	Re: this is my reply (roliver)

Forum Read

Forum Title	Date	Subject
Module One	Mar 24, 2008 9:45 AM	Re: this is my reply (roliver)
Module One	Mar 24, 2008 9:40 AM	READ ME FIRST