Scholar – Tools for Online Communication

Contents

Introduction .................................................................................................................................................. 1

Messages Tool ........................................................................................................................................ 2
  Creating and Sending a Message .......................................................................................... 2
  Message Folders ....................................................................................................................... 2
  Message Settings ....................................................................................................................... 3

Announcements Tool ......................................................................................................................... 3
  Adding an Announcement ....................................................................................................... 3
  Changing an Announcement ..................................................................................................... 4
  Setting Announcement Permissions ....................................................................................... 4
  Showing Announcements on Multiple Sites .......................................................................... 5
  Reordering Announcements ..................................................................................................... 5
  Changing Announcement Display ............................................................................................. 5

Email Archive Tool ............................................................................................................................. 5
  Adding an Email Archive Address ......................................................................................... 6
  Email Archive Options ............................................................................................................. 6
  Email Archive Permissions ........................................................................................................ 6
  Communication Tool Comparison ............................................................................................... 7

Calendar Tool ......................................................................................................................................... 7
  Viewing the Calendar ................................................................................................................. 7
  Copying Calendars Between Scholar Sites ............................................................................. 7
  Importing Calendars from Outlook, Meeting Maker or CSV file ........................................ 8
  Adding and Removing Calendar Fields .................................................................................... 8
  Changing Calendar Permissions ................................................................................................. 9

Sign up Tool ............................................................................................................................................ 9
  Adding a Meeting ..................................................................................................................... 9
  Modifying and Copying a Meeting .......................................................................................... 10
  Modifying a Meeting ................................................................................................................ 11
  Checking Attendance ................................................................................................................. 11
  Meeting Permissions .................................................................................................................. 11
  Exporting Meeting Information ................................................................................................. 11

Chat Room Tool .................................................................................................................................... 12
  Chat Room Features .................................................................................................................. 12
  Adding and Deleting Chat Rooms ........................................................................................... 12
  Chat Room Permissions ............................................................................................................. 13

Introduction
Scholar is not just for handing out homework and displaying grades. It can be used to facilitate communication between instructors and students, between students and students, and among other users. The Messages, Announcements, Email Archive, Chat Room, Calendar, Sign-up, and Chat Room tools offer different ways to communicate with other users via Scholar. This short course will go over how to use each tool, how to edit permissions, and thus how to use Scholar for Online Communication.

Messages Tool

- The Messages tool is one of two tools in Scholar for sending email.
- The Messages tool can send messages within Scholar, or have them forwarded to participants' email accounts.
- Students and instructors both have access to the Messages tool.
  - You cannot revoke permission for students to use the Messages tool
  - You can hide the tool from students (go to Site Info, Page Order), but doing so will make it so students cannot read messages in the Messages tool.
- The tool can be used to contact individual students, groups, or all site participants.
- The Messages tool saves messages on Scholar, and Scholar sites are backed up. Scholar administrators and technicians can access sites and their backups, so encourage students to send private or personal messages through regular email.

Creating and Sending a Message

1. Click Messages on a Scholar site's left-hand menu bar. You are now in the Messages tool. On this page, the number of messages Received, Sent, and Deleted from the site is shown.
2. To create a new message, click Compose Message at the top of the “Messages” tool. You will go to the Compose a Message page.
3. Choose the message recipients from the To box. Select recipients by role, section, group or name.
4. Place a check in the Send Email box if you would like a copy of the message to be sent to the recipients' email addresses.
5. Select message priority with the Label drop-down menu.
6. Enter message content in the Message box.
7. Add an attachment with the Add attachments button.
8. Click the Send button to send the message. Alternately, click:
   - the Preview button to view the message,
   - the Save Draft button to save a draft, or
   - the Cancel button to cancel message composition without saving changes.

Message Folders

1. Create a new folder for messages by clicking New Folder at the top of the Messages tool. You will go to the Messages - Create Folder page.
2. Enter the folder title, and click Add.
3. To delete the folder, next to the folder name in the Messages tool, click **Folder Settings**. You will go to the **Messages - Folder Settings** page.
4. Click the **Delete** button.

**Message Settings**

- By default, students can send each other messages on Scholar. You can determine whether or not these messages get forwarded to their email accounts.
  - Let students know who has access to the messages tool, and that messages are saved, so they can protect their privacy.
- You can forward all messages to an email address for record keeping.
  - If you auto forward messages to a third party, inform your students so they can protect their privacy.

1. To access these settings, at the top of the **Messages** tool, click **Settings**. You will go to the **Messages – Settings** page.
2. Select the desired settings.
   - Allow/disallow students to send messages to each other’s email addresses.
   - Forward/do not forward all messages to an email address, and specify that address.
3. Click the **Save Settings** button.

**Announcements Tool**

The **Announcement** tool posts announcements to your Scholar site. Announcements are forwarded to each student's **My Workspace** area, and you can also choose to send a copy to participants' email accounts. With the **Announcement** tool, you can:

- post announcements to a Scholar site,
- grant students access to post announcements,
- set display dates for announcements,
- update posted announcements,
- view past announcement versions,
- send a copy of announcements to participants' email addresses,
- rearrange announcements in a site,
- restrict announcements to specific groups, and
- display announcements on multiple sites.

**Adding an Announcement**

1. Click **Announcements** on a Scholar site's left-hand menu bar. You will go to the **Announcements** tool main page.
2. At the top of the page, click **Add**. You will go to the **Add Announcement** page.
3. Next to **Announcement title**, enter an announcement title.
4. Under **Body**, enter the announcement text in the rich text editor.
5. You can add images or web links to your announcement.
If you are importing announcements from one Scholar site to another, and you have added images to your announcements, make sure the Resources folder housing the images is not hidden, and that it is set to be publicly viewable. If the images' folder in Resources is hidden or not publicly viewable, you will not be able to see the images in a different site.

To change Resources folder show/hide settings and accessibility, go to Edit Details and/or visit the Resources lesson.

7. Under Access, use the radio buttons to select whether the announcement will be visible to site members only, to all Scholar users, or to selected groups.

   • If you have created groups or have multiple sections in your site, clicking Displays this announcement to selected groups only will display those sections and/or groups.
   • If you do not have sections or groups in your site, no groups will be displayed.

8. Under Availability, use the radio buttons to select when the announcement will be posted; to show it immediately, save it as a draft and hide it, or specify display dates.
9. Click the Add Attachments button to add an attachment to the announcement.
10. Look at the Email Notification drop-down menu to decide whether or not to forward the announcement to site members' email addresses.
11. Click the Preview button to view your announcement.
12. Click the Add Announcement button to add it.

Changing an Announcement
You can change announcement content and show/hide dates.

1. Go to the Announcements tool main page. Each announcement is listed.

   • If you want to delete an announcement, place a check in the box under Remove? and next to the announcement's title. Then click the Update button. Confirm the removal. The announcement will be deleted.

2. To edit an announcement, click Edit next to the announcement's title. You will go to the Edit Announcement page, which is nearly identical to the Add Announcement page.
3. Make changes to announcement title, text, access and/or availability and attachments.
4. If there is more than one version of the announcement, See revision history will be listed under Email Notification. Click it to view past versions of the announcement.
5. Click the Save Changes button.

Setting Announcement Permissions
You can let your students use the Announcements tool.

1. Go to the Announcements tool main page.
2. Click Permissions at the top of the page. You will go the Permissions page.
3. Use the check boxes in the chart to determine what site roles can perform which actions.
4. Click the Save button.

**Showing Announcements on Multiple Sites**
You can show announcements from other sites on the current site.

1. Go to the Announcements tool main page.
2. Click Merge at the top of the page. You will go to the Show Announcements from Another Site page. Announcements from all of your Scholar sites will be listed.
3. Place a check in the box next to any announcement(s) you want to show in the site you're currently in.
4. Click the Save button.

- To remove these announcements from the current site, you cannot use the Remove? check box as described above. You need to go back to the Show Announcements from Another Site page, clear the check next to the announcement title, and click the Save button.

**Reordering Announcements**
To change the order of announcements in a site:

1. At the top of the Announcement main page, click Reorder. You will go to the Reorder Announcements page.
2. Drag and drop the announcement titles into the desired order.
3. Click the Update button.

**Changing Announcement Display**
You can change the display options for your announcements.

Go to the Announcements tool main page.

1. Click Options at the top of the page. You will go to the Options page.
2. Under Display Options use the radio buttons to select a view type.
3. RSS Feed Options are only for public sites.
4. Under Display Limits, choose how many announcements you want to display on your site, either by date or number of announcements.
5. Click the Update button.

**Email Archive Tool**
Scholar has a listserv-like tool called Email Archive. You can email all site participants directly from your email account without having to log on to Scholar by using the Scholar listserv address you create. Email Archive, as its name suggests, also keeps a record of sent email messages. The Messages tool, covered in the Messages section, can be used to contact site members via email. It is different from the Email Archive tool in that:
• You need to log into Scholar to use the Messages tool, but you can send email to the Email Archive tool from your email account.
• With the Messages tool, you can sub-select site members, groups and sections to whom to send emails. If you use the Email Archive tool, you cannot sub-select recipients. The email will be sent to all site members.
• The Messages tool displays recipients' messages in Scholar, with the option to forward them to members' email accounts. The Email Archive tool only forwards email to recipient email accounts.

Adding an Email Archive Address
• You need to create a separate Email Archive address for each site.
• Emailing to that address, from any account, will distribute email messages to that site's participants.
• When you create the site and select tools, or add the Email Archive tool through Site Info, you will be asked to enter an email address. Visit the Creating a Course Site and Changing Site Features & Participants lessons for details.

Email Archive Options
• Click on Email Archive on a Scholar site's left-hand menu bar. You will go to the Email Archive tool main page.

That page lists:
• the email address you have set for the Email Archive tool,
• archived email messages, and
• a search box for searching archived email messages.
• To change the Email Archive options, at the top of the Email Archive tool main page, click Options. You will go to the Customize Email Archive page.

By choosing radio buttons or entering text, you can:
• decide if anyone, or just site participants, can email into the “Email Archive” tool,
• set the reply-to address, and
• change the email address associated with the Email Archive tool.
• Then click Update Options to save changes.

Email Archive Permissions
You can set permissions for the Email Archive tool depending on a site participant's role.

1. Go to the Email Archive tool main page.
2. Click Permissions. You will go to the Permissions page.
3. Use the check boxes to select what roles can read, send and delete email from the Email Archive.
4. Click the Save button.
Communication Tool Comparison

<table>
<thead>
<tr>
<th>Tool</th>
<th>sent from</th>
<th>posted on Scholar site's Home page</th>
<th>posted on in Scholar site tool</th>
<th>sent to My Workspace area</th>
<th>forwarded to site member email addresses</th>
<th>saved in Scholar</th>
<th>importable to a new site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Messages</td>
<td>within Scholar (must log in).</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>by default, but can opt out</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Email Archive</td>
<td>an email account.</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>always</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Announcements</td>
<td>within Scholar (must log in).</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>if selected by user</td>
<td>yes</td>
<td>yes</td>
</tr>
</tbody>
</table>

Calendar Tool

- Set appointments and deadlines for your course.
- Categorize appointments into activities, exams and more.
- Copy appointments from one site's Calendar tool to another.
- Import calendars from Outlook, Meeting Maker or comma-separated files.
- Decide which calendar fields to include.
- Determine which site roles can add, remove and view events on the Calendar tool.

Viewing the Calendar

- Click Calendar on a Scholar site's left-hand menu. You will go to the Calendar tool.
- From the View drop-down list, select how you'd like to display the calendar: by day, week, month, year, or as a list of events.

1. Use the buttons to the top right of the page to previous and subsequent days, months and years.
2. Click Printable Version to open a window with a PDF version of the Calendar.
3. Click Set as Default View to make the view you chose (day, week, month, year or event list) the default.
4. Click on a date to show that day's events. The Calendar will go to the Calendar by Day page, also accessible by choosing Calendar by Day from the View drop-down list.
5. In any view, click on an appointment title to view that appointment's details.
6. Click the Back to Calendar button to go back to the Calendar.
7. The legend lists icons and their categories.

Copying Calendars Between Scholar Sites

- Click Calendar on a Scholar site's left-hand menu. You will go to the Calendar tool.
- Click Merge at the top of the Calendar tool main page. You will go to the Merging Calendars.
page, where the Calendars on your active sites are listed.

1. Use the check boxes under **Show Schedule** to select which Calendars to show on the site you are in.
2. Permissions in the source site determine who can view and modify the Calendar. **Permission** settings are covered below.
3. Click the **Save** button.
4. To remove merged Calendars from a site, clear the check box in the **Merging Calendars** page and save.

**Importing Calendars from Outlook, Meeting Maker or CSV file**

Note: you can only import calendars that are in comma-separated (CSV) or tab-delimited files. Most calendar applications, like MS Outlook, will not export to these file types.

1. Click **Calendar** on a Scholar site's left-hand menu. You will go to the **Calendar** tool.
2. At the top of the page, click **Import**. You will go to the **Import Calendar** page, Step 1.
   1. If you don't see **Import**, you do not have permission to import a calendar.
   2. Edit permissions by clicking **Permissions** at the top of the **Calendar** tool main page. You will go to the **Permissions** page. C
   3. Check the box next to **Import events**. Click the **Save** button. Then go back to step 2 above.
3. Click the radio button beside the type of calendar file you are importing: Microsoft Outlook, Meeting Maker or Generic calendar import.
4. Click the **Continue** button. You'll go to Step 2, where you must browse and upload your calendar file.
5. Click the **Choose File** button. A browser window will open.
6. Browse for and select the calendar file you want to import.
7. Click the **Choose** button. You will go back to the **Calendar Import**, Step 2 page.
   1. Click the **Continue** button. You will go to **Calendar Import**, Step 3, where you verify your imported events. You should see a preview of the items to be imported. Uncheck any items that you don't want to import.
8. If you don't see a preview, or if you get an error message, Scholar could not import your calendar file. Make sure the file is a CSV, Outlook or Meeting Maker file. Click the **Import Events** button.

**Adding and Removing Calendar Fields**

1. Click **Calendar** on a Scholar site's left-hand menu. You will go to the **Calendar** tool.
2. At the top of the page, click **Fields**. You will go to the **Add/Edit Fields** page.

- To create a new field, enter the field name in the box at the top of the page, and click the **Create Field** button.
- To delete a field, place a check in the box under **Remove?** and next to the field's name. Then click the **Save Field Changes** button.
- You can only delete fields that you have created.
Changing Calendar Permissions

1. Click Calendar on a Scholar site's left-hand menu. You will go to the Calendar tool.
2. Click Permissions at the top of the Calendar tool main page. You will go to the Permissions page.
3. Place checks in the boxes next to tasks, and below site roles, that you'd like people in those roles to be able to perform.
4. Click the Save button.

Sign up Tool

The Sign Up tool allows instructors to:

- set up a sign-up sheet for meetings with students,
- assign students to timeslots,
- allow students to sign up for their own timeslots,
- change timeslot length,
- give comments,
- release sign up to students in multiple Scholar sites, and
- track attendance.

Adding a Meeting

1. Go to the Sign Up tool by clicking Sign Up on the left-hand menu bar. You will go to the Meetings page.
2. At the top of the Meetings page, click Add. You will go to the Create New Meeting page.
3. Enter a title, location and description for the meeting. Scroll down.
4. Add an attachment (if desired), enter start and end times, and determine when sign-up begins and ends.
5. Check the box next to Attendance if you want the Sign Up tool to track meeting attendance.
6. Next to Available To:

   - decide to whom you want to release the sign up. It can be the current site, groups within the current site,
   - or click the + next to Other Sites to show other Scholar sites to which you can release access to meeting sign up.

7. Under to Meeting Type select whether you want to set single or multiple time slots, or to leave the meeting time open for walk-ins.
8. Enter the number of participants per slot.
9. If you chose to set multiple timeslots, in the blue box next to Meeting Type enter the number of slots you want. The duration per timeslot will be calculated and displayed for you.
10. Click the Next button. You will go to the Meeting Summary page.
12. Choose whether you:
want to display participant names,
if you want to be notified via email when participants sign up and cancel,
and if you want to send all potential participants an email about the meeting.

13. Click **Show the other default settings** to view other changeable settings.

14. Choose whether you want to:

- add a wait list,
- allow participants to add comments,
- let users to input their User IDs,
- send auto-reminder emails to participants,
- add the meeting to the site's Calendar tool, and
- assign a maximum number of times lots per participants.

15. Click the:

- **Publish** button to add the meeting,
- **Assign Participants & Publish** button to start adding participants (you sign them up),
- **Back** button to go back and make changes, or
- **Cancel** button to cancel without saving changes.

16. You will go back to the **Meetings** page. If you published the meeting, it will appear there.

**Adding Participants:**

**Manually Adding Participants**

1. To add participants to time slots in an existing meeting,
2. On the **Meetings** page, locate the name of the meeting to which you want to add participants. Click it. You’ll go to the **Meeting Details** page for that meeting. At the bottom of the page is time slot and participant information.
3. Locate the time slot to which you want to add a participant. Under **Participants** and next to “that time slot”, click **Add Participant**.
4. A drop-down list with the names of possible participants will appear.
5. Select the participant from the drop-down list. Click the **OK** button.

**Letting Participants Add Themselves**

1. Participants/students will see the **Meetings** page when they enter the **Sign Up** tool.
2. They click a meeting name to go to that meeting.
3. Then, they click **Sign Up** buttons to sign themselves up for a time slot.

**Modifying and Copying a Meeting**

- You can change a published meeting.
• You can copy a published meeting, duplicate it, and change the date and time information to make a new, similar meeting.

## Modifying a Meeting

1. On the Meetings page, click the meeting name you want to modify. You will go to the Meeting Details page for that meeting.
2. At the top of the Meeting Details page, click Modify. You will go to the Modify Meeting page, which is similar to the Create New Meeting page.
3. Make changes. Publish the modifications.

## Copying a Meeting

1. On the Meetings page, click the name of the meeting you want to copy. You will go to the Copy this Meeting page for that meeting, which is similar to the Create New Meeting page.
2. The time and date settings are those in the original meeting. Make changes for your new, copied meeting.
3. Click the Publish New Meeting button. The new meeting will be added.

## Checking Attendance

• To enable attendance checking, you must place a check in the box next to Attendance when creating a meeting (the Create New Meeting page) or modifying a meeting (the Modify Meeting page).
• For meetings where attendance has been enabled, on the Meetings page, you will see Attendance under Status.

1. Click Attendance next to the meeting where you want to enter attendance information. You will go to the Attendance page for that meeting. It displays who signed up for each time slot.
2. Place a check in the box next to those who’ve attended.
3. Save.

## Meeting Permissions

• You can change Sign Up tool permission settings for site members, allowing them to create their own meetings.
• You can also restrict certain meetings to certain groups.
• To do so,

1. at the top of the Meetings page, click Permissions. You will go to the Permissions page.
2. Use the checks to determine the actions those in each site role can perform.

## Exporting Meeting Information

• You can export meeting, time slot and participant information.
• To do so,
1. at the top of the **Meetings** page, click **Export**. You will go to the **Export Meetings** page.
2. Place a check next to the meetings you’d like to export.
3. Click the **Export** button.
4. The meeting will be exported into a MS-Excel readable format. Save it to your computer.

### Chat Room Tool

- You can use Scholar’s **Chat Room** tool to communicate with students, hold online office hours, or for student group projects.
- The **Chat Room** can be set to save messages, recording your communication.
- Students can use the **Chat Room** tool when you are not online.
- Although other chat rooms exist, using Scholar preserves an academic environment.

### Chat Room Features

When you add the **Chat Room** tool to a Scholar site, it automatically creates a chat room for you.

1. Click **Chat Room** on the left-hand menu. You will go to your default chat room.

2. Each chat room has:
   - the **View** drop-down menu, where you select whether to display Date, Time and ID in the main window,
   - the **View Messages from...** drop-down menu, where you select how many messages to display,
   - the main chat window where messages are shown,
   - the **Users in Chat** box, that lists users in the chat room, and
   - the **Enter chat message** box, where you type your chat messages and add them to the main chat window by clicking the **Add message** button.

### Adding and Deleting Chat Rooms

You can add additional chat rooms to your Scholar site. For example, one chat room can be for office hours, and another for student group work.

#### Adding a Chat Room

1. Click **Chat Room** on the left-hand menu. You will go to your default chat room.
2. At the top of the page, click **Options**. You will go to the **Manage Rooms** page, where your chat rooms are listed.
   - If you have more than one chat room, you will see **Change Room** at the top of a chat room page. Clicking this will also bring you to the **Manage Rooms** page.
3. Add a chat room by clicking **Add Room** at the top of the **Manage Rooms** page. You will go to the **Add Room** page.
4. Enter a title and description for the new chat room.
5. Under **Recent Chat Display**, choose whether to display all messages, no messages, a certain number of past messages, or messages from a specified number of days in the past.
6. Check **Allow chat participants to change the chat display settings for their own chat window** if you would like users to have access to the **View** and **View Messages from** drop-down menus.
7. Click the **Update Options** button.

**Editing, Deleting, and Setting Default Chat Rooms**

1. Click **Chat Room** on the left-hand menu. You will go to your default chat room.
2. At the top of the page, click **Options** or **Change Room**, You will go to the **Manage Rooms** page. Here your chat rooms are listed, with the following options below each title: **Edit** | **Delete** | **Clear History** | **Set as Default**.
   - Clicking **Edit** will bring you to the **Edit Room** page, similar to the **Add Room** page. Here you can change the **Recent Chat Display** settings.
   - Clicking **Delete** will delete a chat room. Scholar will ask you to confirm your decision.
   - Clicking **Clear History** will delete old messages in a chat room. Scholar will ask you to confirm your decision.
   - If you have multiple chat rooms, those rooms that are not set as default will have the option to **Set as Default**. The default chat room is the one that Scholar goes to when you enter the Chat Room tool.

**Chat Room Permissions**

All chat rooms in a Scholar site will have the same permissions. You can access the **Permissions** page from multiple pages within the Chat Room tool.

1. Click **Chat Room** on the left-hand menu. You will go to your default chat room.
2. At the top of any chat room, click **Permissions**. You will go to the **Permissions** page.
   - Alternately, click **Options** or **Change Room**. You will go to the **Manage Rooms** page. At the top of this page, click **Permissions**. You will go to the **Permissions** page.
3. Place a check in the box under the site role, and beside the action you would like people in that role to be able to perform.
4. Click the **Save** button.
Scholar: Tools for Online Communication

Workshop Checklist

☐ Introduction to using Scholar as a means of communicating with students/users

☐ Messages tool – Communicating with Users via Scholar and Email
  ○ Creating and Sending a Message
  ○ Message Folders
  ○ Message Settings

☐ Announcements tool – Communicating with Users via Scholar and Email
  ○ Adding an Announcement
  ○ Setting Announcement Permissions
  ○ Showing Announcements on Multiple Sites

☐ Email Archive tool – Communicating with Users via Scholar and Email
  ○ Setting up Email Archive
  ○ Setting Email Archive Permissions

☐ Calendar – Communicating Appointments and Deadlines to Users
  ○ Set appointments and deadlines for your course

☐ Sign up – Setting up Meetings with Users
  ○ Set up sign up sheet for meetings
  ○ Allow users to sign up

☐ Chat Rooms – Engaging in Synchronous Interaction
  ○ Setting up Chat Rooms
  ○ Chat Room history and permissions