



# MyLUANAR

## INSTRUCTOR GUIDE



**Lilongwe University of  
Agriculture & Natural Resources**

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## 1. GETTING STARTED

MyLUANAR is a web-based Learning platform which was designed to provide educators, learners and administrators with a single robust, secure and integrated system to create personalized learning environment. LUANAR adopted MyLUANAR as its main platform for online course delivery.

### 1.1 Accessing MyLUANAR

MyLUANAR can be accessed through a web browser or Moodle mobile application;

#### i. Using a web browser

Step1: Open your browser and go to <http://elearn.luanar.ac.mw> .The recommended web browser is Mozilla and Chrome.

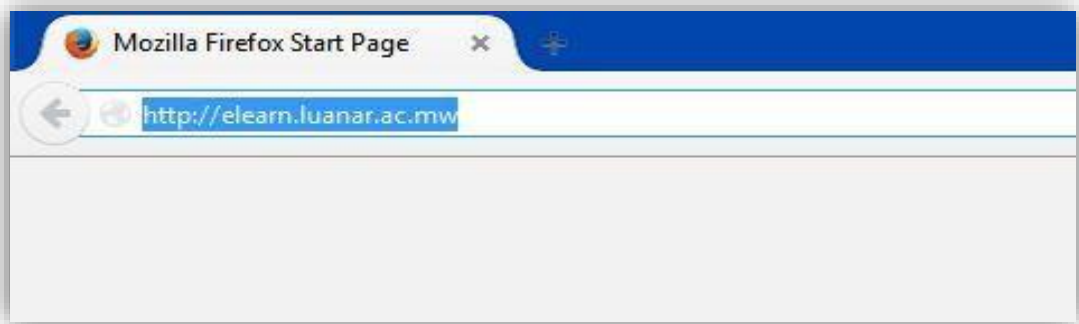


Fig 1.1.1 Browser URL bar

Step2: Enter your Username and Password and click on login button. This will take you to the site home page.

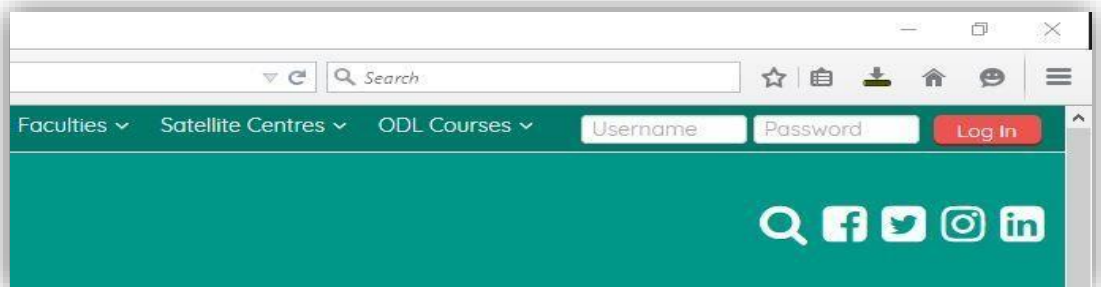


Fig 1.1.2 login fields and button

Step3: If it's your first time to login, you may sometimes be prompted to change your password. Your new password must meet the following requirements;

- a) Must be not less than 8 characters long
- b) Must include at least one number(s).
- c) Must include at least one upper case letter(s)
- d) Must include at least one lower case letter(s)
- e) Must include at least one non-alphanumeric character(s)

Below are the steps for changing password:

- 1: Type your current password
- 2: Type the new password
- 3: Re-type the new password and press the Save changes button

Fig 1.1.3 Change password form

ii. Using Moodle mobile application

Moodle mobile synchronize with your MyLUANAR server account and downloads contents to your phone when online. That means you can still be able to access synchronized contents whilst offline.



Fig 1.1.4 Moodle mobile interfaces

Follow the steps below to start using Moodle mobile app;

Step1: Go to your App Store in your phone (Play Store, Apple, Microsoft, etc.) and search for Moodle mobile.

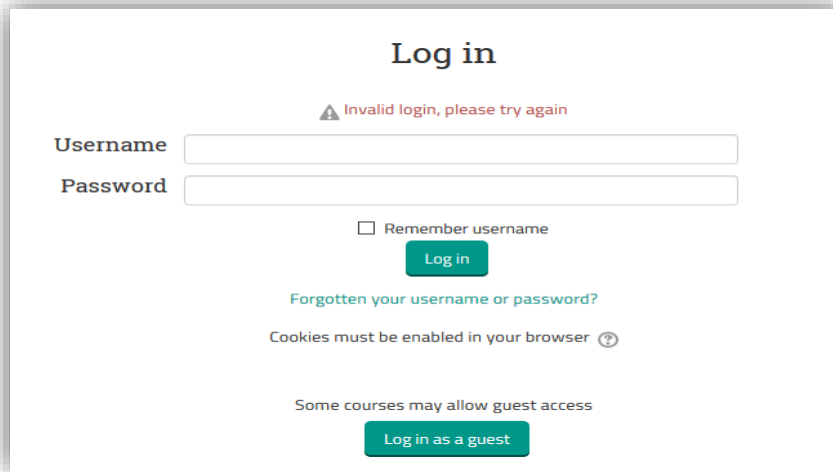
Step2: Download the App and install it in your phone.

Step3: Under enter site URL type in <http://elearn.luanar.ac.mw>

Step4: Type your username and password and click the login button.

## 1.2 Forgotten Username or Password

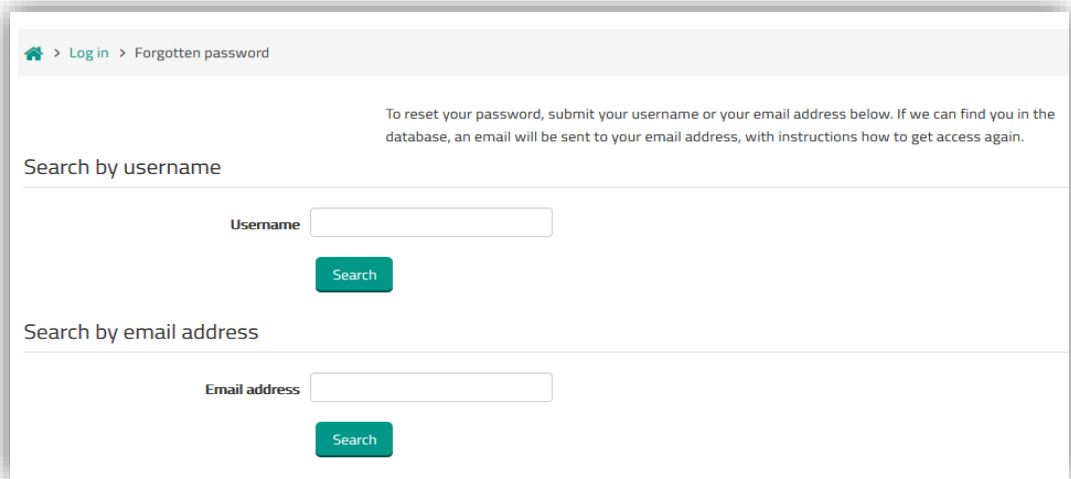
If you have forgotten your Username or Password, the system will notify you that your credentials are invalid. To recover your credentials, click on “Forgotten your username or password” link as shown below.



The screenshot shows a 'Log in' page with a red error message: 'Invalid login, please try again'. Below the error message are input fields for 'Username' and 'Password'. There is a checkbox for 'Remember username' and a green 'Log in' button. Below the button is a link: 'Forgotten your username or password?'. At the bottom, there is a message: 'Cookies must be enabled in your browser' with a help icon, and another message: 'Some courses may allow guest access' with a green 'Log in as a guest' button.

Fig 1.2.1 Invalid login page

After clicking the link, you will be prompted to enter either your username or email address (NB: the email should be the one in your MyLUANAR profile and you only need to enter one thing not both).



The screenshot shows a 'Forgotten password' page. At the top, there is a breadcrumb trail: 'Home > Log in > Forgotten password'. Below this is a message: 'To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.' There are two search sections: 'Search by username' with a 'Username' input field and a green 'Search' button, and 'Search by email address' with an 'Email address' input field and a green 'Search' button.

Fig 1.2.2 Forgotten password search fields

Next a confirmation dialogue with a message is displayed as below. Click continue to allow the system to send you an email using the username or email you earlier provided.

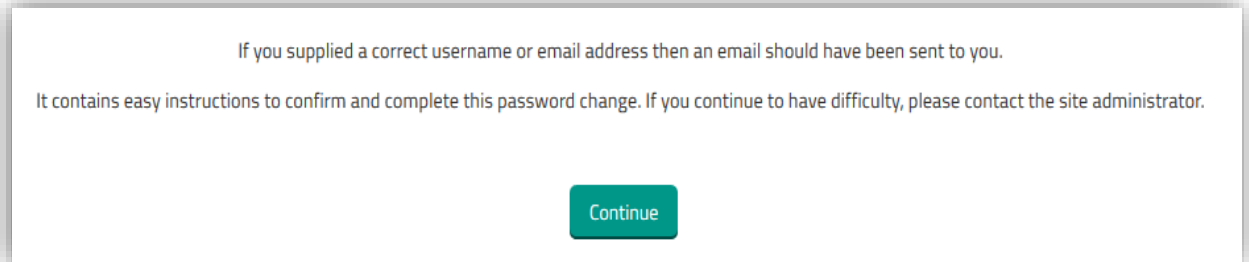


Fig 1.2.3 Confirmation message

Go to your email inbox, open the mail from MyLUANAR and follow the password reset link provided. The link is only valid for 30 minutes from the time it was requested.

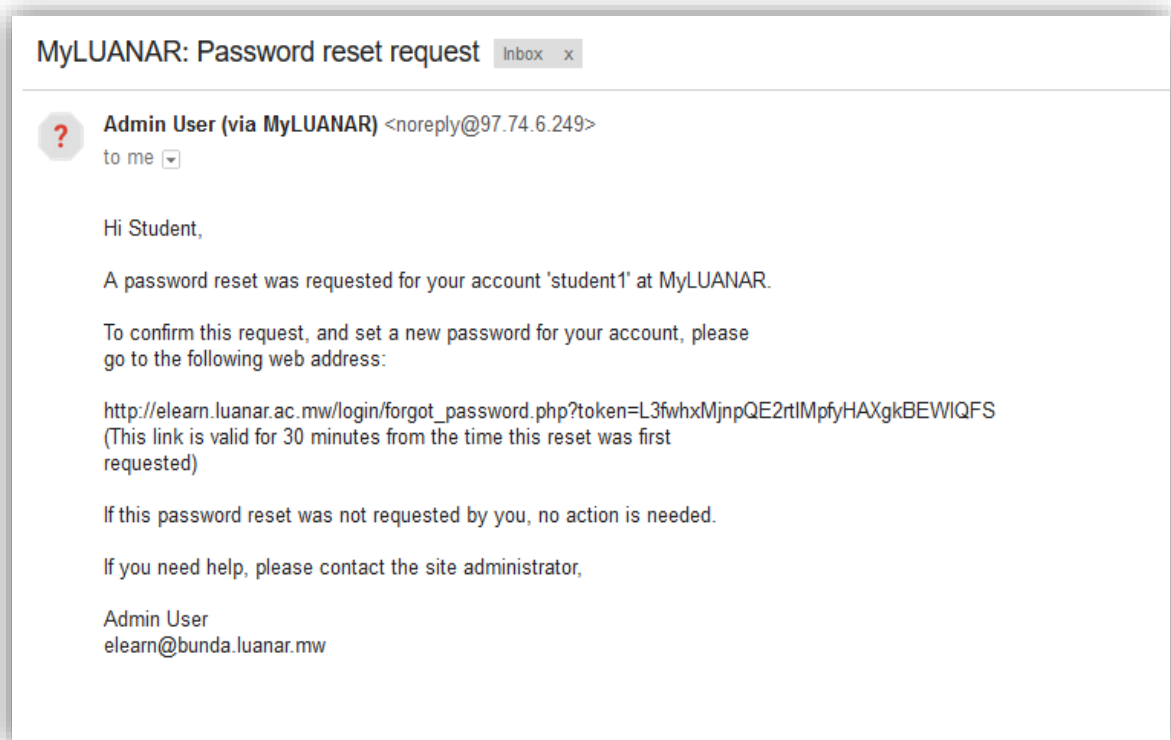


Fig 1.2.4 Password reset email message



## 1.3 Navigating Through the System

When logged in, the system will take you to the “home page” as shown below. Under *course overview* you will have all the course in which you are enrolled into. The course might also include *Notifications* of upcoming events within the course context.

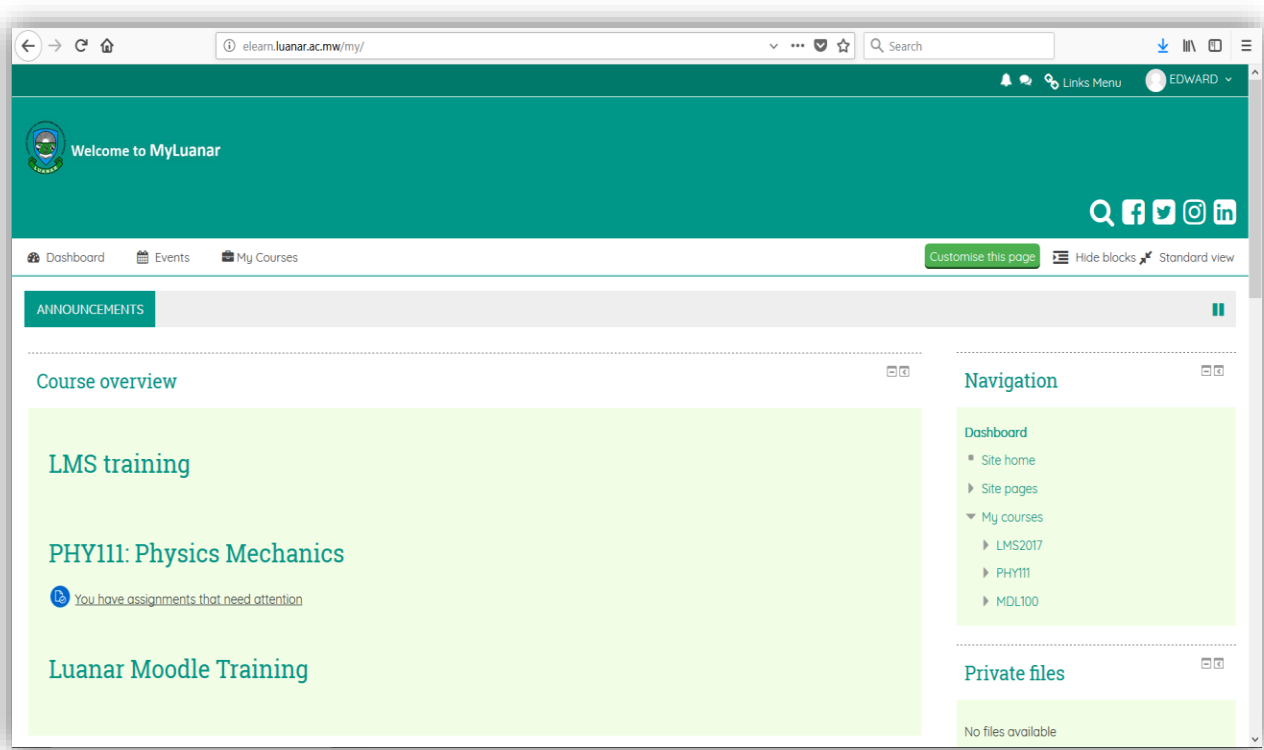


Fig 1.3.1 Landing page

On the right side of the page, you should see the main navigation links. You can access your courses by clicking on “*My courses*” gear. To open a course, click on the course code or click on the links under course overview. Note that the *main navigation* is dynamic i.e. it changes depending on the system context the user is operating in.

## 1.4 Editing Your Profile

On the top right corner, the system displays your “first name”, followed by a settings gear menu. Hover/click on the gear then a small menu will pop-up as shown below. To edit your profile, click on “Edit profile”, then a page will be displayed for you to change your details.

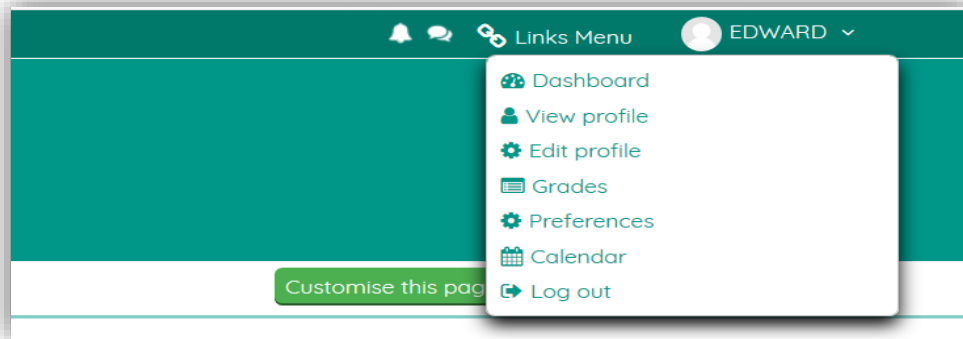


Fig 1.3.1 Edit profile options

## 2 DEVELOPING & MANAGING COURSE

### 2.1 Requesting for A Course

Click on “Links Menu” on the page top right links, then you get pop-up page as displayed below. Then Click on any course category (ODL semester 1, ODL semester 2 etc.).

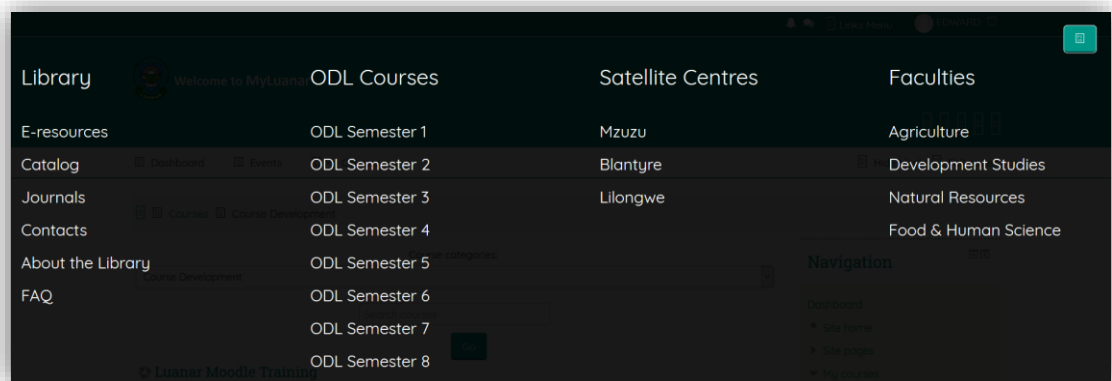


Fig 2.1.1 Course categories

Once you click on the category, a list of courses within that particular category is displayed. On top of the list you have a drop-down category menu. At the bottom of the list, there is a “Request a course” button.

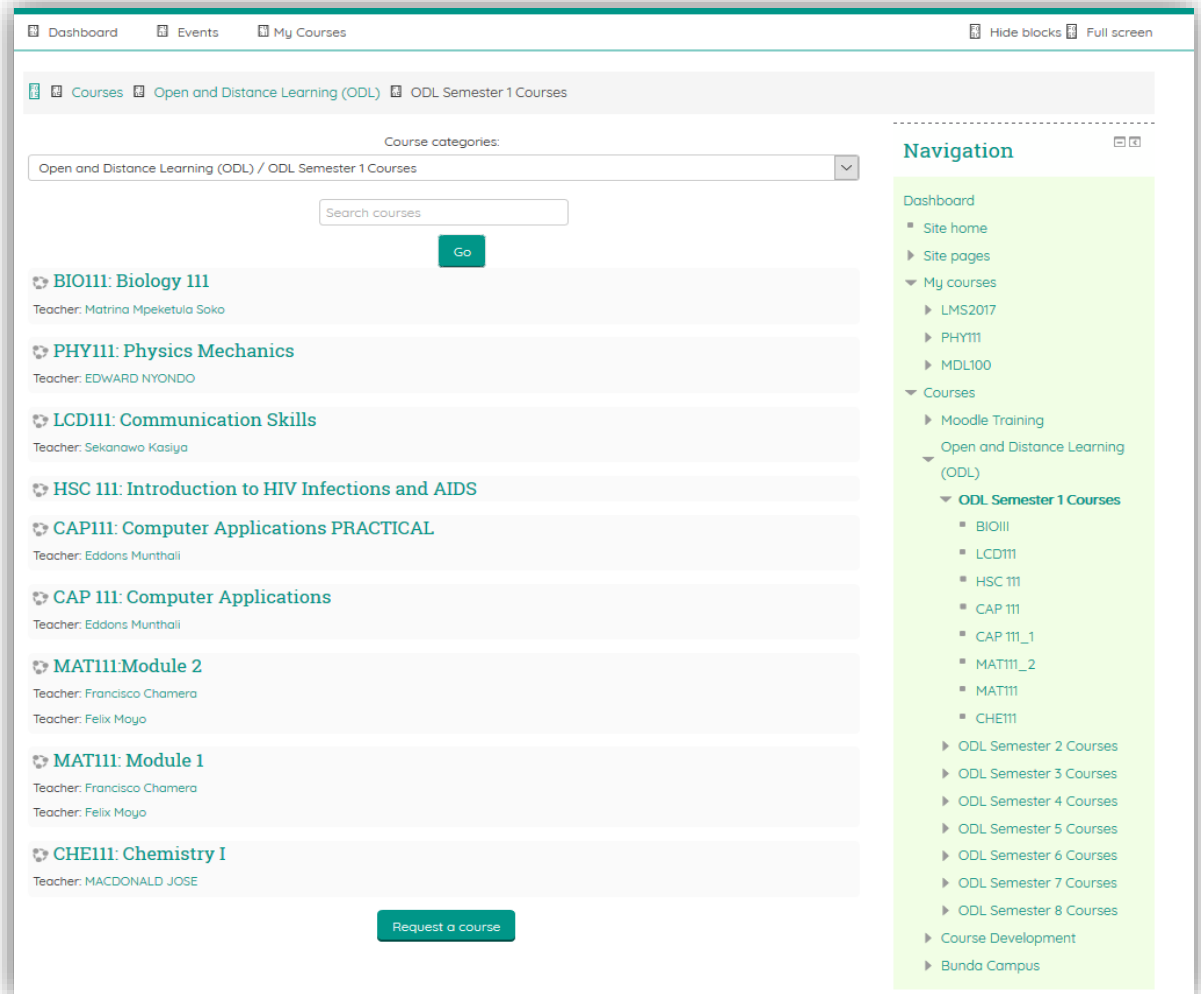


Fig 2.1.2 Page with course request button at the bottom

To request for a course, click on “Request a course” button, then fill in the course details in the displayed form. Note that on “short course name” field its where you indicate a unique course-code of your course and the red ( \* ) shows that the field is mandatory/required. See figure below.

**Course request**

▶ Details of the course you are requesting Expand all

Course full name\*

Course short name\*

Summary

▶ Reasons for wanting this course

There are required fields in this form marked \*

Fig 2.1.3 Course request form

When done with filling the course request form, click on “Request a course” button. The next thing is to wait for your MyLUANAR administrator to approve your course request. Once approved the course is automatically added to your Moodle account.

## 2.2 Adding Resources/Activities to a Course

In MyLUANAR a resource or activity is an item that will enable a teacher/instructor to support learning by providing study materials to students.

Resource Type	Description	Where should I use it?
Adding page	The student sees a single, scrollable screen that a teacher creates with the robust HTML editor	Used for uploading <ul style="list-style-type: none"> <li>• Topic Notes</li> <li>• Review Questions</li> <li>• References</li> </ul>
Adding label	Can be a few displayed words or an image used to separate resources and activities in a topic section, or can be a lengthy description or instructions	Sometimes it will happen one section has more than one topics, therefore we use label to separate one topic to another.
File	A picture, a pdf document, a spreadsheet, a sound file, a video file	To upload lecture PPT, sound, picture or video file.
Folder	For helping organize files and one folder may contain other folders	If you have more than one related files. E.g Additional study material.
Adding URL	You can send the student to any place they can reach on their web browser, for example Wikipedia	To create links to another website.

Fig 2.2.1 Resource types and where to use them

To start working on your course, you need to open the course and then turn on the editing, either with the **green button** on top right side or the “Turn editing on” link in the Course Administration block.

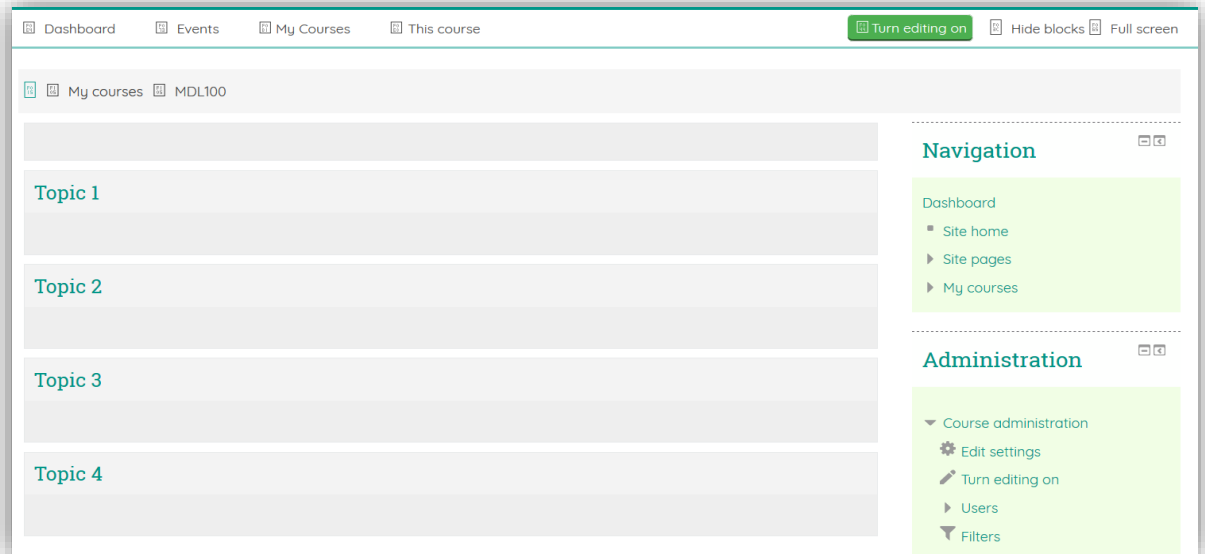


Fig 2.2.2 Opened course with default topic sections and administration block on the right side

The screenshot below shows Course home page after turning edit on. The “Turn editing on” button turns red.

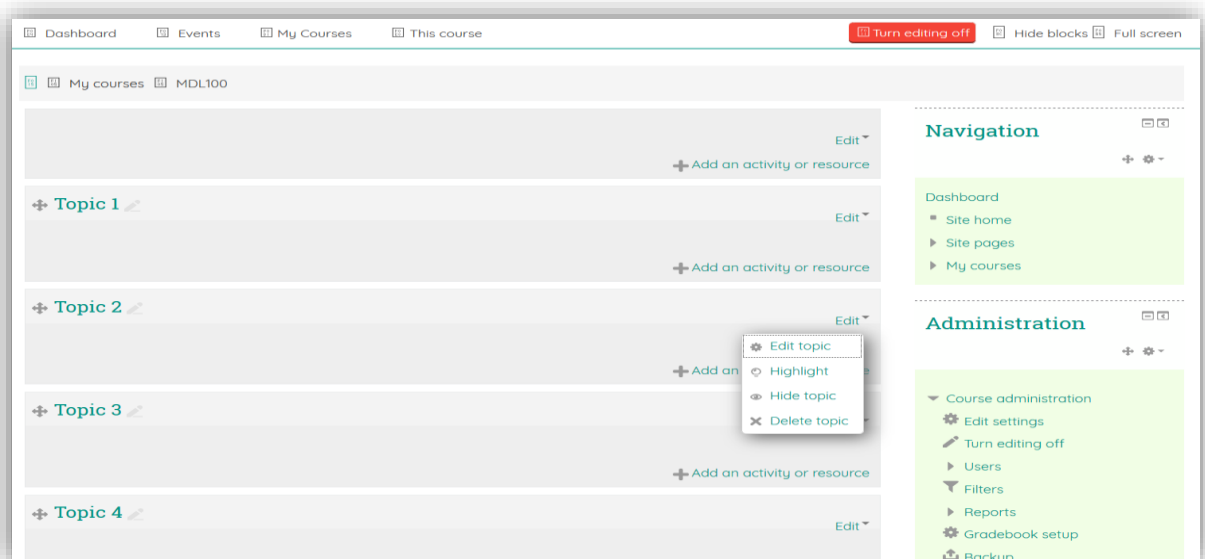


Fig 2.2.3 Course editing options activated

With the editing turned on, each item course on your course home page and each section/block will have icons next to it which all perform different functions such as edit/move/copy/delete/hide. Refer to the table below.










Icon	Function
	Edit icon allows you to change the wording or settings of the item
	Show/hide icon allows an item visible or hidden to students
	Left and Right arrow icons are used to indent course elements
	Up and Down arrow icons are used to move items and blocks up or down
	"crosshairs" move icon allows you to move items or sections by dragging and dropping
	Delete icon permanently removes items or blocks from your course.
	Groups icon allows you to change between no groups or separate/visible groups
	Roles icon allows you to assign roles locally in the item.
	Highlight icon allows you to highlight a section as current

Fig 2.2.4 Course editing icons and their functions

With the editing turned on, when you click on “Add an activity or resource”, you get a pop-window with a list of different activities and resources which you can choose from. Most of these activities/resources have similar sections when adding them to a course. See screenshot below;

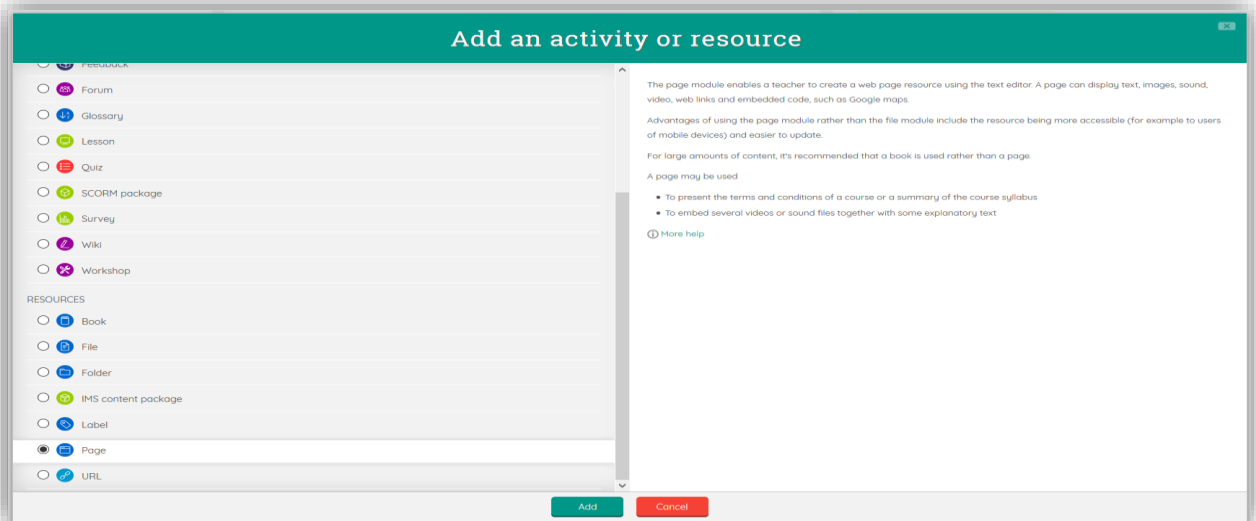


Fig 2.2.5 Course editing icons and their functions

## 2.3 Course Administration Block

The Course administration block allows teachers to manage different aspects of their course.

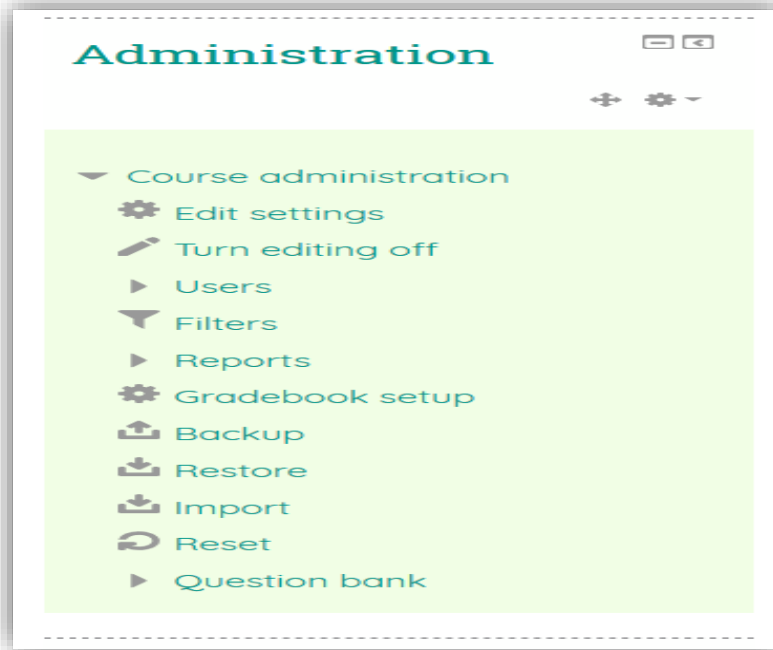


Fig 2.3.1 Course administration options

*Edit Settings* – this takes you to the Course settings page. You can rename the course, Change its format i.e. from weekly to topic or alter the number of sections etc.

*Users* – can enroll new users to the course

*Filters* – can enable or disable any allowed filters for your course

*Gradebook setup* – allows to view, add and edit your student's grades

*Backup/Restore* – allow you to make copies of your course or bring in backed up elsewhere

*Import* – Can import activities into your course

*Reset* – allows removing all old user information at the end of an academic year or session

## 2.4 Adding Files

There are two ways you may add a file, of any type (word, pdf, image, excel etc.) to your course.

### i. Add Button

1. From the course homepage, select the Turn editing on button.
2. In the desired section, select the [Add an activity or resource](#) link.
3. Under the Resources (refer to [Fig 2.2.5](#)), select File and then click the Add button.
4. In the *Name* field, enter the name to be displayed for the file on the course homepage.
5. Scroll down to the Content section. You may drag and drop the file from your computer into the indicated box OR select the Add link to browse your computer for the file.

### ii. Drag and Drop

1. After turning editing on. Locate the file on your computer and drag it onto the Course page and into the section you desire. The file will begin to upload, and a status bar will display.
2. When the file has completed the upload process, the file will appear on your Course page.

Note: Make sure you have the most recent release of the web browser you are using. Drag and drop functionality may not work with older versions of some browsers.

## 2.5 Restricting access to resources/activities

MyLUANAR allows instructors to create groups of students. Groups are used to restrict access to resources and activities. Two sections are i.e. Common module settings and Restrict access.



The screenshot shows two sections of a course management interface. The first section, 'Common module settings', includes a 'Visible' dropdown set to 'Show', an 'ID number' text field, a 'Group mode' dropdown set to 'Visible groups', and a 'Grouping' dropdown set to 'YEAR ONE'. Below these is a green button labeled 'Add group/grouping access restriction'. The second section, 'Restrict access', shows 'Access restrictions' with a 'Student' dropdown set to 'must' and the text 'match the following'. Below this is a list of restrictions with one entry: 'Grouping' with a dropdown set to 'YEAR ONE' and a close button 'X'. At the bottom is a green button labeled 'Add restriction...'.

Fig 2.5.1 Course restricting options

i. **Common module settings:**

1. *Visible:* set this to show
2. *Group mode:* Set this to separate groups
3. *Grouping:* Select a group which your target group belongs to
4. Click on Add group/grouping access restriction

ii. **Restrict access:**

Since we already added the grouping under “common module settings”, You then only need to add the target group;

1. Click on “Add restriction”
2. Click on “group”
3. Select your target group

## 2.6 Uploading course general information

By default, the first section is supposed to contain course general information. You can edit section by clicking on the edit gear, then edit section link. As shown below, you can add your general course information using the Atto editor. Atto editor allows you to embed videos and images and it also has an html view.

**Summary of General** Expand all

**General**

Section name  ☒ Use default section name [General]

Summary

[Restrict access](#)

Save changes Cancel

Fig 2.6.1 Course general information form fields

## 2.7 Adding a Page

A page enables you to enter study material in the web like format. From the Course homepage, select the Turn editing on button. Click on “Add activity or resource” link, then select the page resource.

**Add an activity or resource**

Feedback  
☐ Forum  
☐ Glossary  
☐ Lesson  
☐ Quiz  
☐ SCORM package  
☐ Survey  
☐ Wiki  
☐ Workshop

RESOURCES

☐ Book  
☐ File  
☐ Folder  
☐ IMS content package  
☐ Label  
☒ Page  
☐ URL

The page module enables a teacher to create a web page resource using the text editor. A page can display text, images, sound, video, web links and embedded code, such as Google maps.

Advantages of using the page module rather than the file module include the resource being more accessible (for example to users of mobile devices) and easier to update.

For large amounts of content, it's recommended that a book is used rather than a page.

A page may be used

- To present the terms and conditions of a course or a summary of the course syllabus
- To embed several videos or sound files together with some explanatory text

[More help](#)

Add Cancel

Fig 2.7.1 Activity and resources window

After click on add this page the following window will appear.

▼ General

Name\*

Description

B

I

Display description on course page

☐

Content

Page content\*

B

I

► Appearance

► Common module settings

► Restrict access

► Tags

► Competencies

Save and return to course


Save and display

Cancel

There are required fields in this form marked \*.

Fig 2.7.2 Page resource adding form

### 2.7.1 Formatting and Editing in page

Click on this  icon to toggle more options as shown in the Figure below. The options include those for adding multimedia files and links.

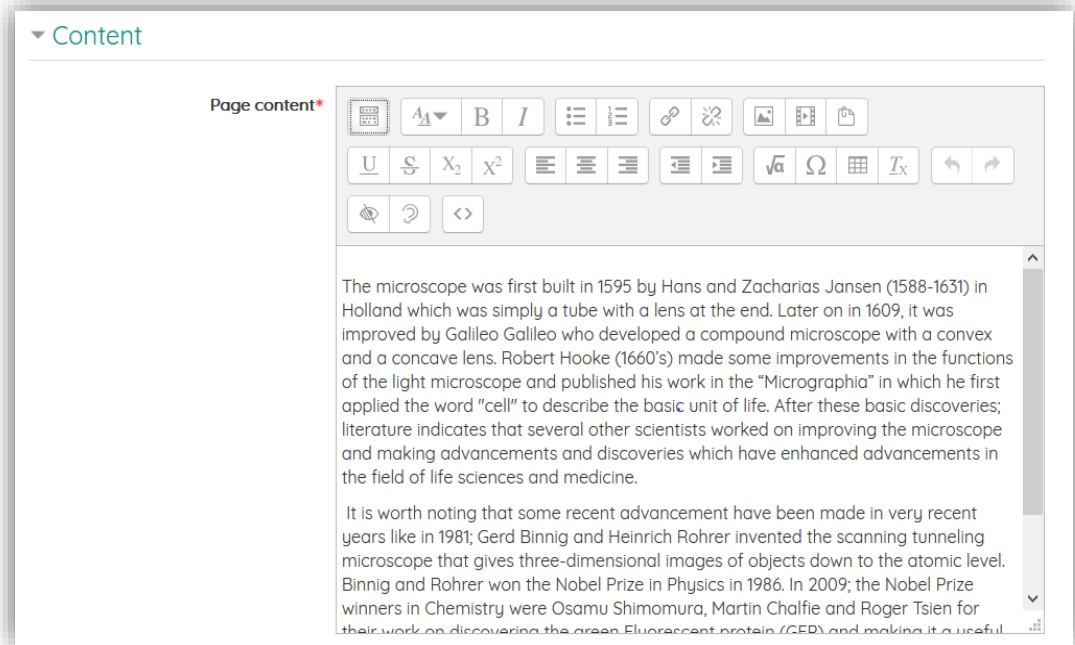


Fig 2.7.1.1 Atto editor

## 2.8 Adding Labels


The label is a versatile tool in MyLUANAR that can be used for organization and to improve the overall appearance of a course site. If it happens one of your section has more than one topics, we use label to distinguish between one topics to another.

Procedure for adding a Label

1. From the *Course homepage*, select the Turn editing on button.
2. In the desired section, select the Add an activity or resource link.
3. From the list of available options, select Label.
4. Select the Add button.
5. Enter the desired information in the *Label text* field (Usually we name it as topic title)

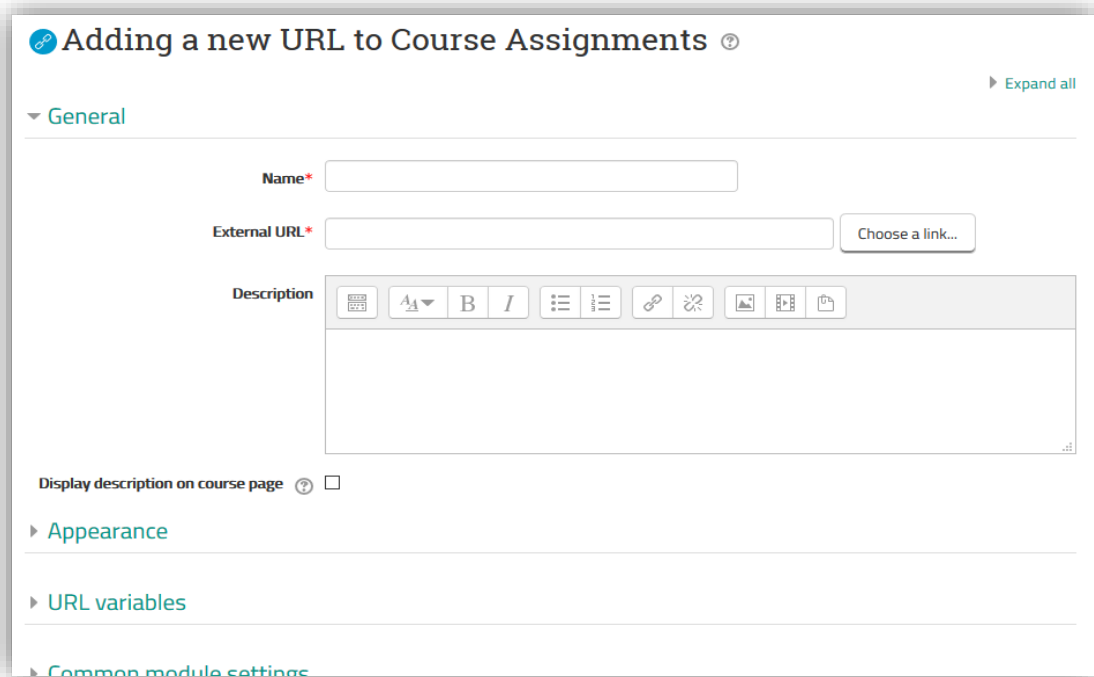
Note: Use the *Toolbar* to customize the entry by styling the text to be heading 3.

6. Select Save and return to course

7. You can now use the "*move tool*" indicated by a crosshair icon (  ) to move your label to where you wish it to display.

## 2.9 Adding a Link/URL resource

To add a link to another website on your course follow the steps below;



The screenshot shows a web form titled "Adding a new URL to Course Assignments" with a help icon. The form has a sidebar on the left with expandable sections: "General" (selected), "Appearance", "URL variables", and "Common module settings". The "General" section contains three main fields: "Name\*" with a text input, "External URL\*" with a text input and a "Choose a link..." button, and "Description" with a rich text editor toolbar (containing icons for text formatting, lists, links, and media) and a large text area. Below these fields is a checkbox labeled "Display description on course page" with a help icon. The "Appearance" section is partially visible below the "General" section.

Fig 2.9.1 URL adding form

1. Go to the course homepage and click Turn editing on.
2. Click Add an activity or resource in the section where you want to add the link.
3. Select URL Resource and click Add.
4. Give the link a Name. (This will be displayed on the course site homepage.)
5. Type or copy and paste the URL into the Content > External URL text box.
6. Expand the Appearance menu and choose New Window in the Display option.
7. Review the rest of the settings and change if desired.
8. Click the Save and return to course button at the bottom.

### 3.0 Adding assignments

Assignments are used when you want your students to hand in some work through MyLUANAR (except the offline activity assignment type). When the work has been submitted you can mark it and give feedback in MyLUANAR. Marks are stored in the course gradebook. There are four types of assignment. Your choice of 'assignment type' depends on what you want your students to do. Setting up an assignment is the same for all assignment types except that there is a dedicated section with settings specific to the assignment type chosen.

#### i. General Settings:

With editing turned on in your course, go to the section where you would like the assignment to appear and click 'add an activity or resource'

- Choose the desired activity type
- Give the assignment a name (this becomes a link that your students will click on)
- In the description box give your students the instructions they need to complete The task.

#### ii. Additional files:

This is the section where you can upload the actual assignment file.

1. Click on add button on the top left corner
2. Click on "Upload files" then "Browse" to locate your files.
3. Click on "Upload file" button to upload.

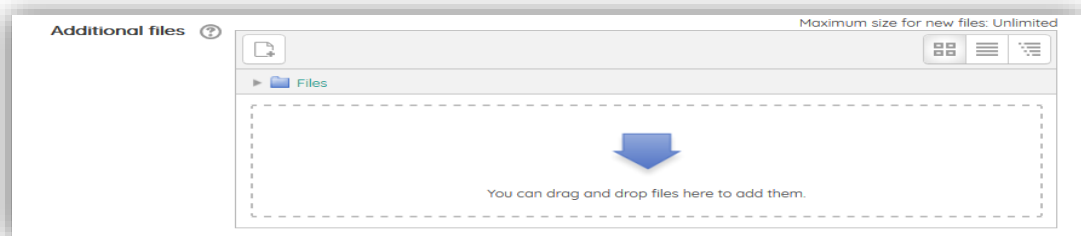
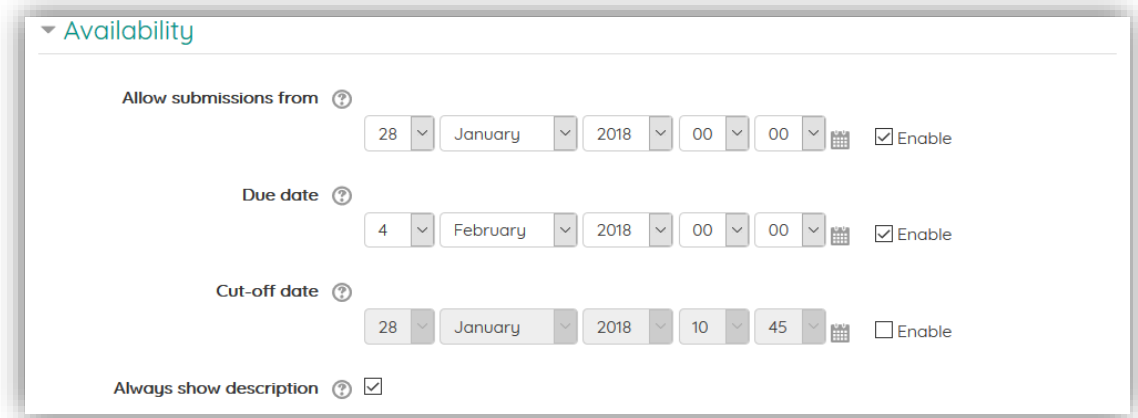


Fig 3.0.1 File uploading section

iii. **Availability:**

1. Enable and specify when submissions should start
2. Enable and indicate due date
3. Enable and specify cut-off date i.e. when the system should close and deny any submission.



The screenshot shows a form titled "Availability" with a dropdown arrow on the left. It contains three date selection sections, each with a question mark icon and an "Enable" checkbox. The first section, "Allow submissions from", has date fields set to 28 January 2018 00:00 and the "Enable" checkbox is checked. The second section, "Due date", has date fields set to 4 February 2018 00:00 and the "Enable" checkbox is checked. The third section, "Cut-off date", has date fields set to 28 January 2018 10:45 and the "Enable" checkbox is unchecked. At the bottom, there is a checkbox labeled "Always show description" which is checked.

Fig 3.0.2 Availability section

iv. **Submission type:**

1. *Online text:* Students type into a box in MyLUANAR – they have the Atto editor and can therefore use the tools included; linking to websites, displaying images, etc. Note that selecting this option enables the word limit option.
2. *File submission:* Students have to upload a file. The teacher determines the maximum number and file upload size when setting the assignment. This option allows submission of files of different formats i.e. word, pdf, images, videos, links, zip, rar, etc.
3. *PDF submission:* This option works with PDF annotate, it allows submission of PDF files only. (NB: Choose this if you plan to grade online)

v. **Feedback types:**

1. Feedback comment: select to enables commenting option
2. Offline grading worksheet: select to enable uploading/downloading of grading worksheet.
3. Feedback files: select to enable uploading of feedback files
4. PDF feedback: select to enable feedback in PDF annotate.

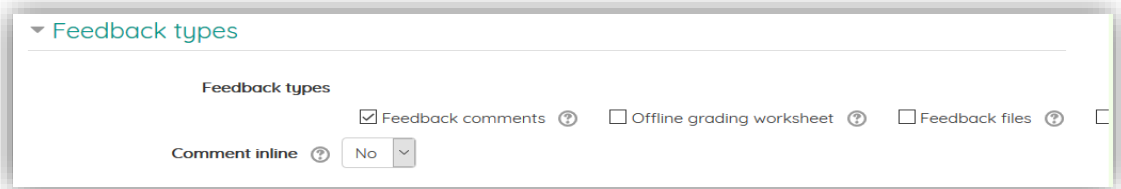


Fig 3.0.3 Feedback section

vi. **Submission settings:**

1. *Require student to accept submission statement:* set this to yes enable submission statement
2. *Require that students click submit button:* set this to yes to enable submission button
3. *Attempts reopened/Maximum attempts:* leave as default to allow only one attempt

vii. **Notifications:**

1. *Notify graders about late submissions:* set this yes to get notifications of late submissions.
2. *Notify graders about submissions:* set this to yes to get notifications of any late submissions.

viii. **Common module settings/Restrict access:**

These settings are for restricting resources and activities among groups.

Common module settings:

5. *Visible:* set this to yes
6. *Group mode:* Set this to separate groups



7. *Grouping*: Select a group which your target group belongs to
8. Click on Add group/grouping access restriction

Restrict access:

Since we already added the grouping under “common module settings”, You then only need to add the target group;

1. Click on “Add restriction”
2. Click on “group”
3. Select your target group

### 3. GRADING

When students submit work, you can access it by clicking on the assignment  
This link takes you to a grading summary of the assignment. (NB: make sure that the “Turn editing on” option is switched off).

Below is a screenshot displayed after clicking on the assignment

**PHY111 ASSIGNMENT 1**

COHORT 4 PHY11-ASSIGNMENT 1.pdf

#### Grading summary

Participants	166
Drafts	3
Submitted	133
Needs grading	133
Due date	Sunday, 21 January 2018, 1:00 AM
Time remaining	Assignment is due
Late submissions	Only allowed for participants who have been granted an extension

[View all submissions](#) [Grade](#)

Fig 3.1 Assignment grading summary

### 3.1 Online grading with MyLUANAR PDF annotate

PDF annotate is an online grading plugin which is integrated with MyLUANAR. To grade using this feature, click on “Grade” button as displayed on the grading summary (refer to [Fig 3.1 Assignment grading summary](#) ).

The PDF annotate window looks as shown in [Fig 3.2 PDF annotate window](#) below. On the left side of the PDF annotate window, its where you can enter the grade, feedback comments and upload feedback files.

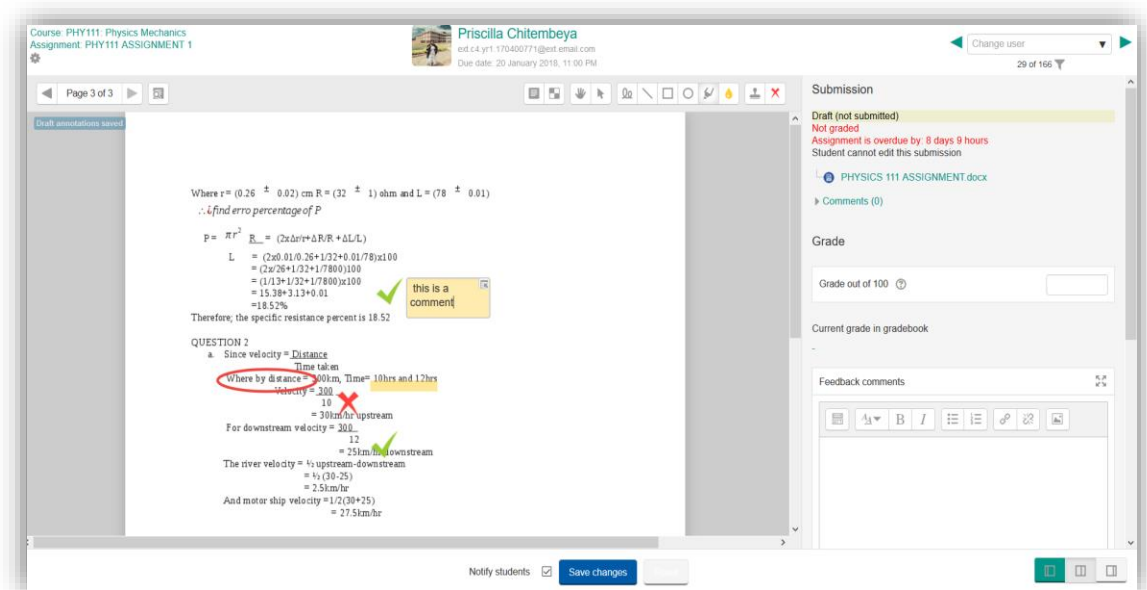


Fig 3.2 PDF annotate window

Annotating tools:

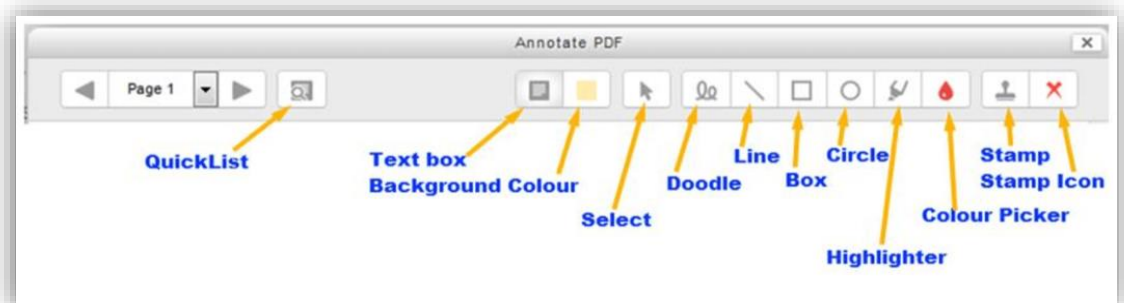


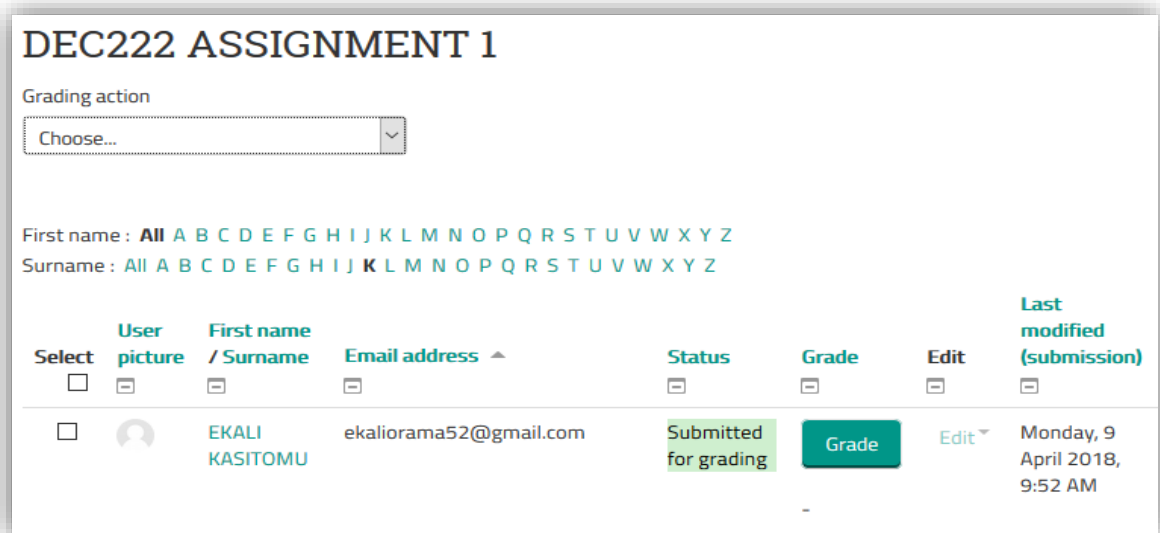
Fig 3.2 PDF annotating tools

Note: To delete an annotation on a PDF, you need to click on the select icon (  ) then click on the annotation, then a delete icon appears.

## 3.2 Assignment Grading Options

To access the grading options, click on the assignment then click on “view all submissions” (refer to [Fig 3.1 Assignment grading summary](#) ). See screenshot below, where it says grading action, there is a drop-down select menu, with five grading options;

- a. *Download all submissions*
- b. *Download grading worksheet*
- c. *Upload grading worksheet*
- d. *Upload multiple feedback files in a zip*
- e. *View gradebook*



**DEC222 ASSIGNMENT 1**

Grading action  
Choose...

First name : All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
Surname : All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z


Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)
<input type="checkbox"/>		EKALI KASITOMU	ekaliorama52@gmail.com	Submitted for grading	<button>Grade</button>	<a>Edit</a>	Monday, 9 April 2018, 9:52 AM

Fig 3.2.0 Grading options drop-down menu page

### i. Download all submissions

This option downloads all submitted assignments, including drafts. The assignments are downloaded as a zip file. The extracted submissions will have a unique ID as part of the file name.

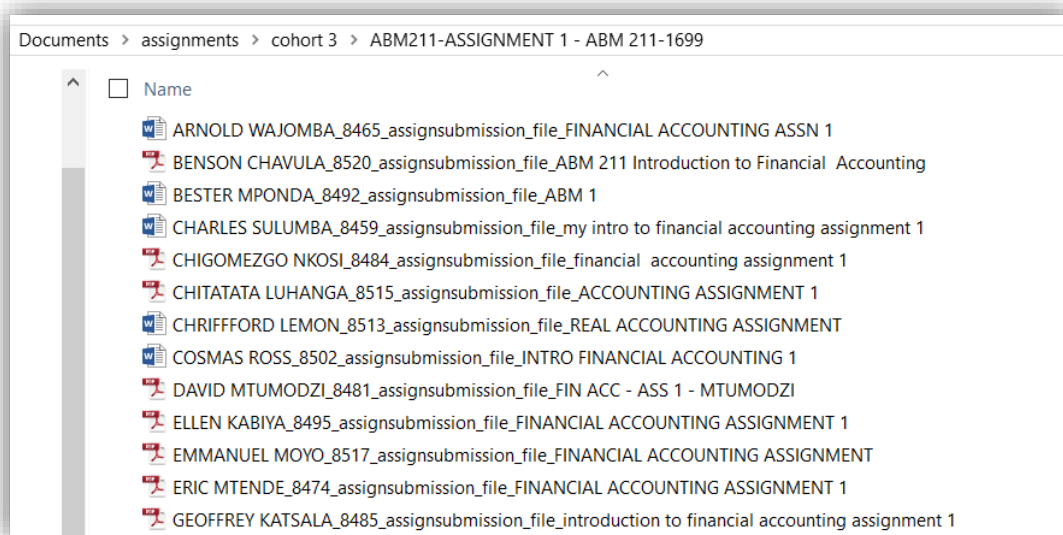


Fig 3.2.1 Downloaded and extracted assignments

## ii. Download grading worksheet

Allows teacher/instructor to download grading worksheet.

Identifier	Full name	Status	Grade	Maximum Grade	Feedback comments
Participant 13706	MATHEWS PHIRI	No submission - Assignment is overdue by: 7 days 20 hours		100	
Participant 13652	NICHOLAS MURIYA	No submission - Assignment is overdue by: 7 days 20 hours		100	
Participant 13683	Mayamiko f. Amadi	Submitted for grading		100	
Participant 13714	Umali BUDALA	Submitted for grading		100	
Participant 13580	Felix CHALOWA	Submitted for grading		100	
Participant 13603	Charles CHATEPA	Submitted for grading		100	
Participant 13695	PETER CHIKAONDA	Submitted for grading		100	
Participant 13675	James CHIMBIYA	No submission - Assignment is overdue by: 7 days 20 hours		100	
Participant 13679	Sinosi CHIMWALA	Submitted for grading		100	

Fig 3.2.2 Downloaded grading worksheet

## iii. Upload grading worksheet (grades and feedback comments)

To upload grading worksheet on Moodle, follow the steps below;

1. Download the grading worksheet
2. Enter grades in “grade” column and Feedback in “Feedback comments” column
3. Save the file in CSV file format i.e. file extension will change to .CSV
4. In MyLUANAR select the “Upload grading worksheet” option

Fig 3.2.3 Form for uploading grading worksheet

5. Upload the CSV file and click on “Upload grading worksheet”.
6. Confirm your changes.

- iv. **Upload multiple feedback files in a zip (offline grading)**  
 MyLUANAR allows instructors to download assignments and mark/annotate offline, then later upload them at once as a single zip file (After marking/annotating the assignment, zip them and upload them).

Fig 3.2.4 Page for uploading feedback files or graded files in a zip folder

**Note: Do not change the name of the files to avoid errors when uploading.**

## v. View gradebook

The course gradebook can help organize and manage grades for students in your course. Same as with the assignment grading worksheet, you can download/export the gradebook to work with on it offline.

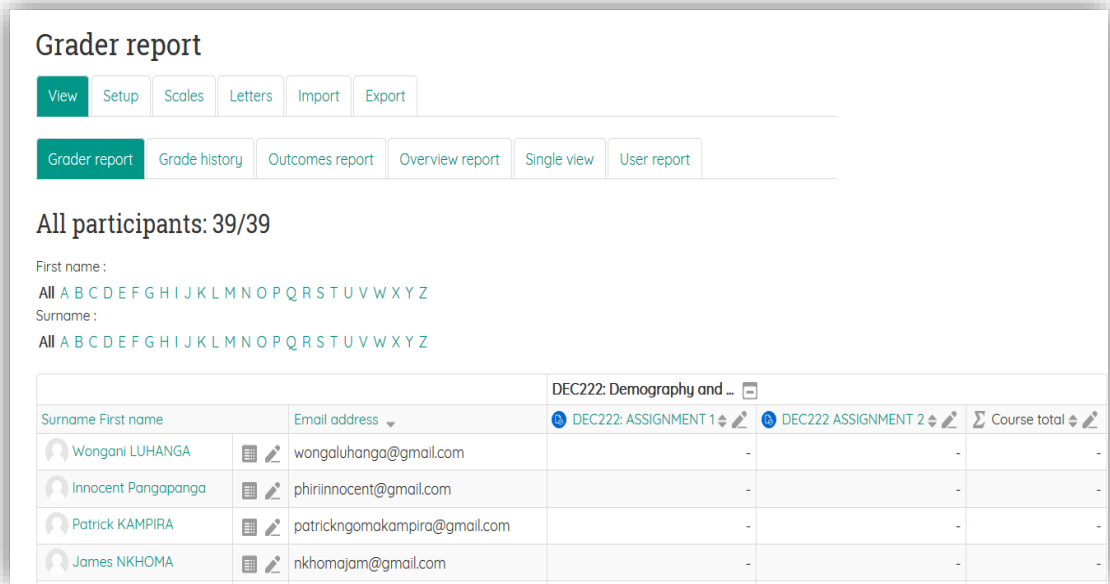


Fig 3.2.5 Gradebook window

## 3.3 Reverting and granting extensions

To grant a student extension or revert the student's submission to draft, follow the steps below;

1. Click on the assignment
2. Click on "View all submissions" button
3. Search for the student by indicating the first letter of his first name and last name.
4. Click on the edit to toggle more options
5. To revert the submission back to draft, click on "Revert submission".
6. To grant extension click on "Grant extension" and specify the extension due date.

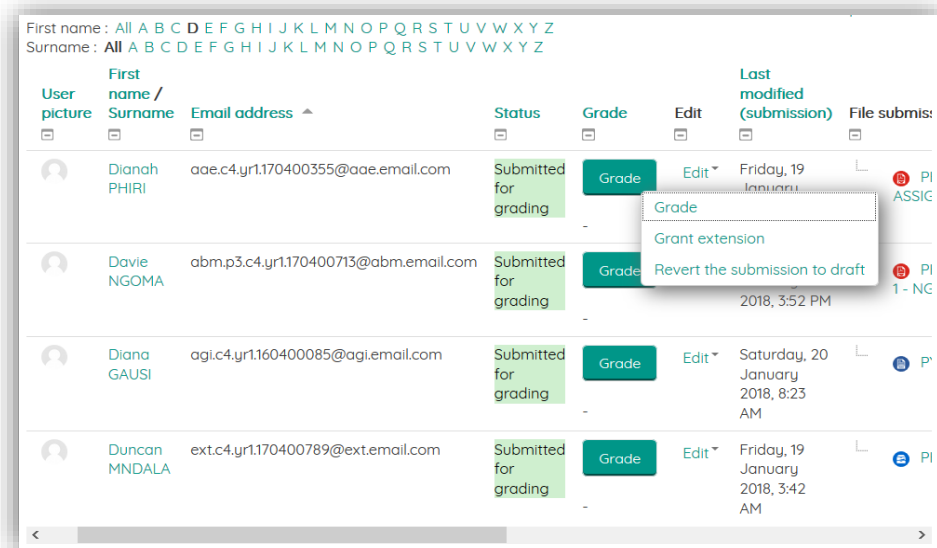


Fig 3.3.1 Assignment reverting and extension granting options

## 4. COMMUNICATION TOOLS

### 4.1 Messages

MyLUANAR has a messaging system which is linked to a user's email address. When a message is sent to a user, It stays in the system for 30min and if its not opened, a copy of the message is automatically send to the users email. The message icon is found on the top right corner menu ().

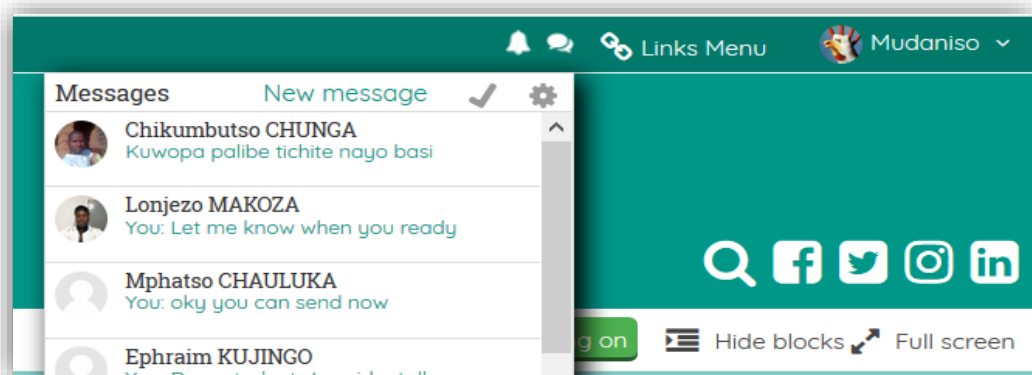
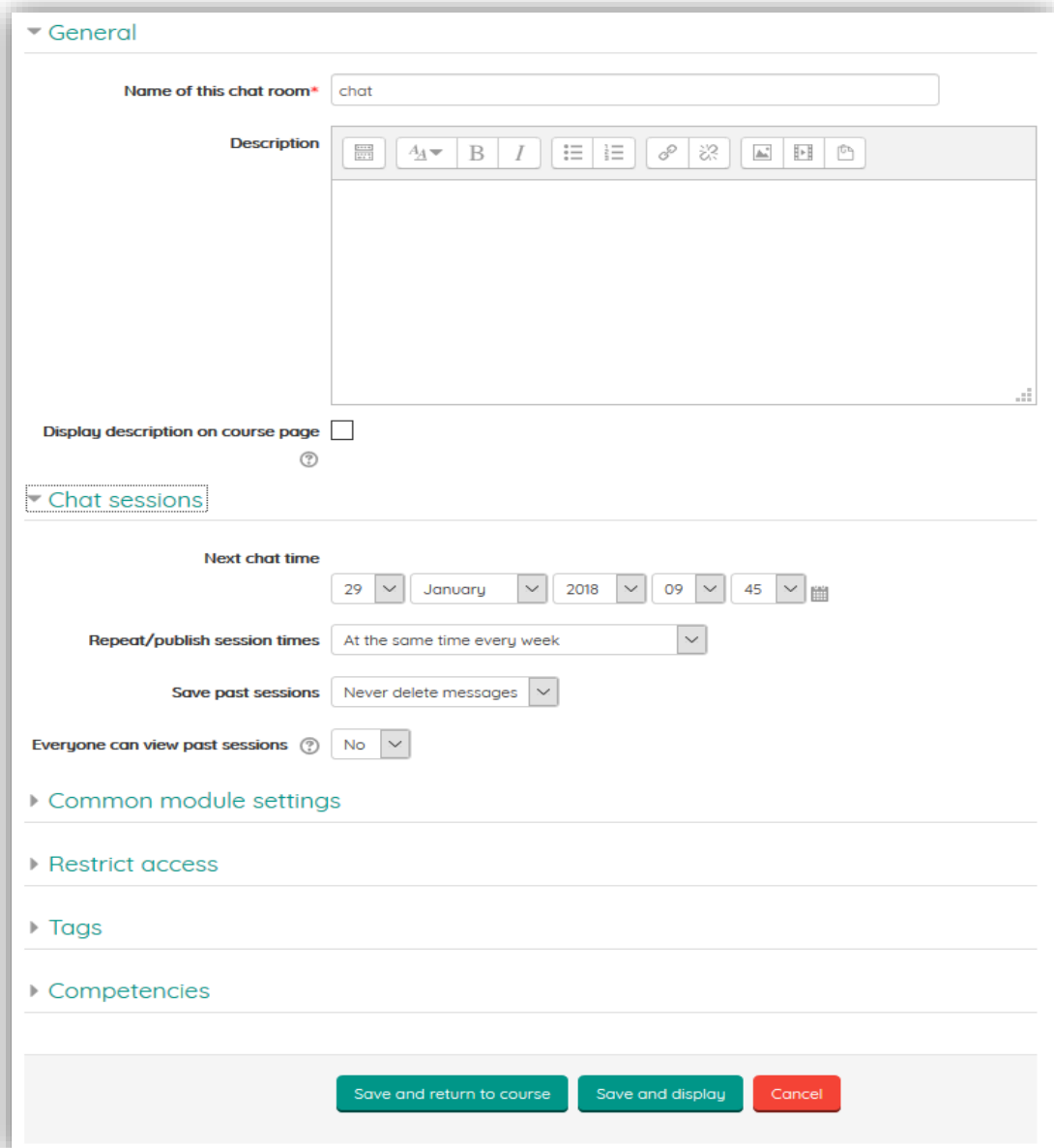


Fig 4.1.1 Message pop-up

## 4.2 Chats

The chat activity module enables participants to have text-based, real-time synchronous discussions. The chat may be a one-time activity or it may be repeated at the same time each day or each week. Chat sessions are saved and can be made available for everyone to view or restricted to users with the capability to view chat session logs.



The form is titled "General" and contains the following sections:

- Name of this chat room\***: A text input field with the value "chat".
- Description**: A rich text editor with a toolbar containing icons for text formatting (bold, italic, underline, link, unlink, list, indent, outdent, align left, align center, align right), image upload, and file upload. Below the toolbar is a large text area for the description.
- Display description on course page**: A checkbox that is currently unchecked.
- Chat sessions**: A section with the following settings:
  - Next chat time**: A date and time picker set to 29 January 2018, 09:45.
  - Repeat/publish session times**: A dropdown menu set to "At the same time every week".
  - Save past sessions**: A dropdown menu set to "Never delete messages".
  - Everyone can view past sessions**: A dropdown menu set to "No".
- Common module settings**: A link to expand the section.
- Restrict access**: A link to expand the section.
- Tags**: A link to expand the section.
- Competencies**: A link to expand the section.

At the bottom of the form are three buttons: "Save and return to course" (green), "Save and display" (green), and "Cancel" (red).

Fig 4.2.1 Form for adding a Chat



## 4.3 Forums

1. Go to the course homepage and click Turn editing on.
2. Click Add an activity or resource in the section where you want to add the [item].
3. Select Forum and click Add.
4. In the Forum name text box, enter the name of the forum.
5. In the Forum Description text box enter a description and instructions for the activity.
6. For Forum type, choose one of the following:
  - o Single simple discussion –The instructor can create only one discussion. This keeps the conversation focused on one topic. Users are allowed to post replies but cannot to start new discussion topics.
  - o Each person posts one discussion – Each person in class can start only one discussion. This forum type can be useful if each student needs to post one question or choose only one topic from a reading. Each discussion can have multiple replies.
  - o Q and A Forum – Use to present a question and answer format that requires students to post their answers before viewing other student postings. Once a student sends a post, they must wait 15 minutes (the allotted time to edit their own post) before viewing and responding to other posts.
  - o Standard forum displayed in a blog-like format - Anyone can start a new discussion at any time. Discussion topics are displayed on one page with a snippet of the discussion included.
  - o Standard forum for general use – Anyone can start a new discussion at any time. Each discussion is on a separate page.
7. Select and complete additional options (see Commonly Used Settings below).
8. Scroll down and click Save and display.

### Commonly used forum settings:

- Subscription and tracking: Subscription mode - Controls whether emails are sent from the forum when posts are made. Note: Students can also choose through their profile whether they receive an email every time someone posts or whether they receive an email at the end of each day with a compilation of all that day's posts.
  - o Optional: Students can choose to subscribe to the forum or not.
  - o Forced: Everyone is subscribed and cannot unsubscribe (not recommended)
  - o Auto: Everyone is subscribed initially, but can unsubscribe
  - o Disabled: subscriptions are not allowed
- Post threshold for blocking - Sets a maximum number of posts allowed for students during a particular time period, e.g., no more than three posts per day.
- Ratings - To grade a discussion, select an Aggregate type and Scale. If the scale is numeric, it will be calculated as part of the grade. If the scale is non-numeric, it will not be calculated. To allow only certain posts to be rated, select a date range.
- Restrict access - Select the dates for allowing access. When the activity can't be accessed, you can choose to show it grayed-out, or hide the activity entirely. You can also restrict access according to criteria that you define.

### Setting up rating options for a discussion forum

By default, discussion Forums in MyLUANAR have no grade associated with them. However, forums have a ratings option which, when enabled, allows instructors and teaching assistants to rate student forum posts.

There are two basic ways to rate posts.

- Use a set number of points, for example 1-5.
- Use a preset scale with a variety of text options, for example pass/fail. Some scales also have points associated with them, for example Excellent/Very Poor (4 points).

Both types of ratings will appear in the Gradebook, but only ratings with a point value will contribute to a Course total grade.

#### Procedures on Setting up rating options for a discussion forum

1. While you are setting up your discussion forum scroll down to the Rating place.
2. Scroll down and click Ratings to see the options above.
3. Choose an Aggregate type. *The aggregate type defines how ratings are combined to form the final grade in the gradebook.*
  - o Average of ratings - The mean of all ratings.
  - o Count of ratings - The number of rated posts becomes the final grade. Note that the total cannot exceed the maximum grade for the activity.
  - o Maximum rating - The highest rating becomes the final grade.
  - o Minimum rating - The smallest rating becomes the final grade.
  - o Sum of ratings - All ratings are added together for a total score. Note that the total cannot exceed the maximum grade for the activity.

Note: No aggregation method can exceed the maximum point value of the numeric scale chosen for rating.

  - Example: If you set Maximum points = 10, and Aggregate type = Sum of ratings, a student who has four separate posts that are all rated at 3 points each will still only receive 10 points total for the forum.

Choose a Scale Type:

- For Scale, choose a Scale from the drop-down list. Scales that include point values will appear in the gradebook, scales with no point value will not.
- For Point, enter a point value in Maximum points. Rating values will appear in the gradebook.

Rating an individual post

1. Find the post you want to rate.
2. Choose a rating from the Rate drop-down menu at the bottom of the post.
3. View the student's score.
  - Instructors see the rating, as well as the aggregation method, the student's current score, and the Rate menu.
  - Students see their own rating and the aggregation of their scores in this forum. Students only see their own ratings and scores.
4. Rate other posts as necessary.
5. When you are done return to your course homepage.

END