

The background features a series of concentric, overlapping circles in light gray and white, some solid and some dashed, creating a dynamic, geometric pattern.

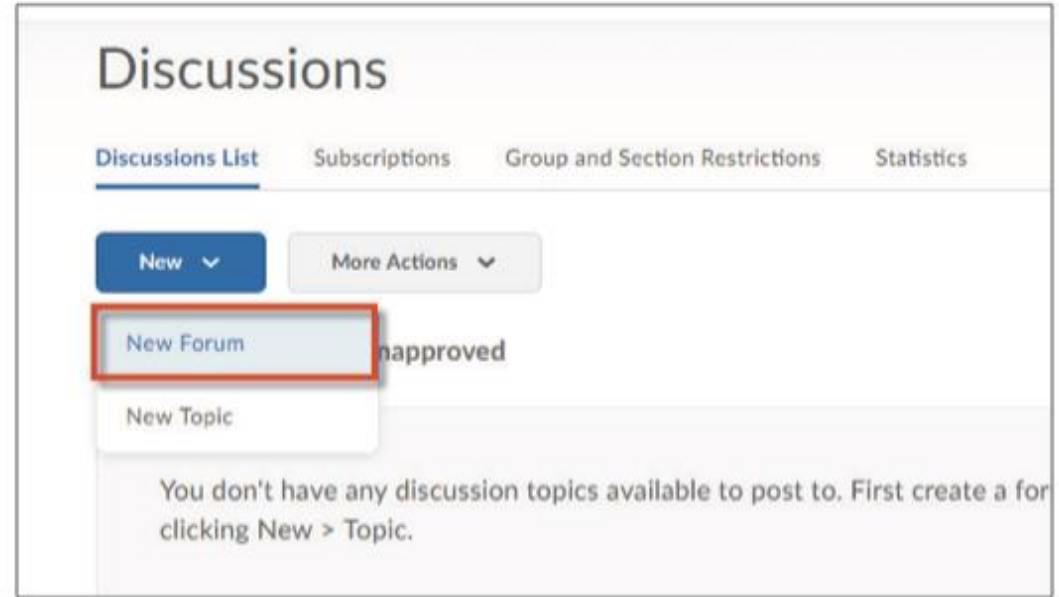
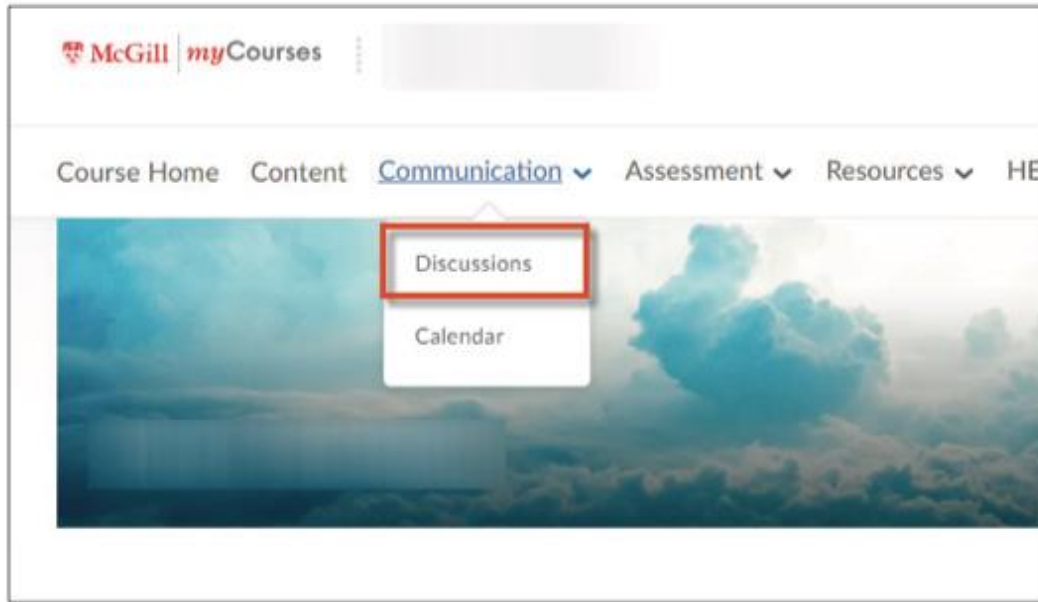
MYCOURSES: DISCUSSION BOARD LAYOUTS AND FEATURES TO IMPROVE USER EXPERIENCE – HOW TO IMPROVE STUDENT FEEDBACK

By TLS

CONTENT:

- **MYCOURSES DISCUSSION BOARDS – HOW TO CREATE A DISCUSSION, DIFFERENCE BETWEEN FORUM AND TOPIC, HOW TO SUBSCRIBE.**
- **VIEWING CONTENT STATISTICS IN MYCOURSES**
- **CUSTOMIZING THE CONTENT NAVBAR**

**I- MYCOURSES DISCUSSION
BOARDS – HOW TO CREATE A
DISCUSSION, DIFFERENCE
BETWEEN FORUM AND TOPIC,
HOW TO SUBSCRIBE.**



How to create a discussion forum on MYCOURSES:

- Log into your course and click on the DISCUSSION tab
- Click on New Forum

New Forum

Properties Restrictions

New Forum Details

Title*

Create a new topic in this forum with the same title ?

Description

Options

Allow anonymous posts ?

Save and Close Save and Add Topic Save Cancel threads in each topic ?

Options

Allow anonymous posts ?

A moderator must approve individual posts before they display in the forum ?

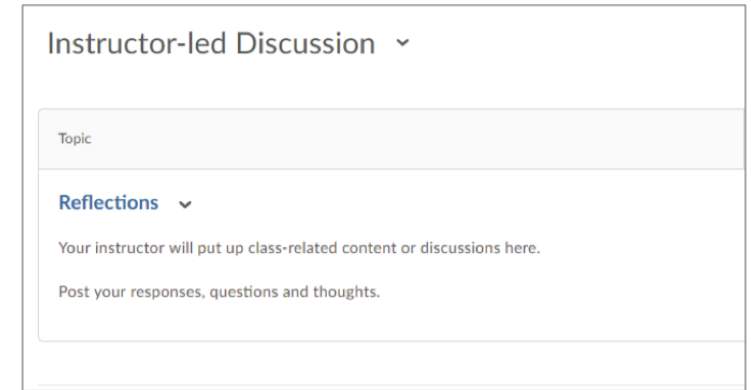
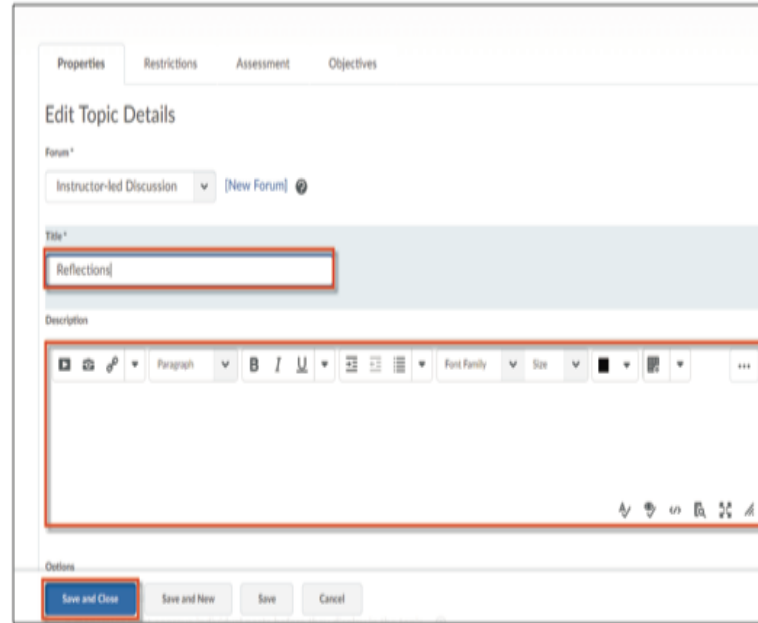
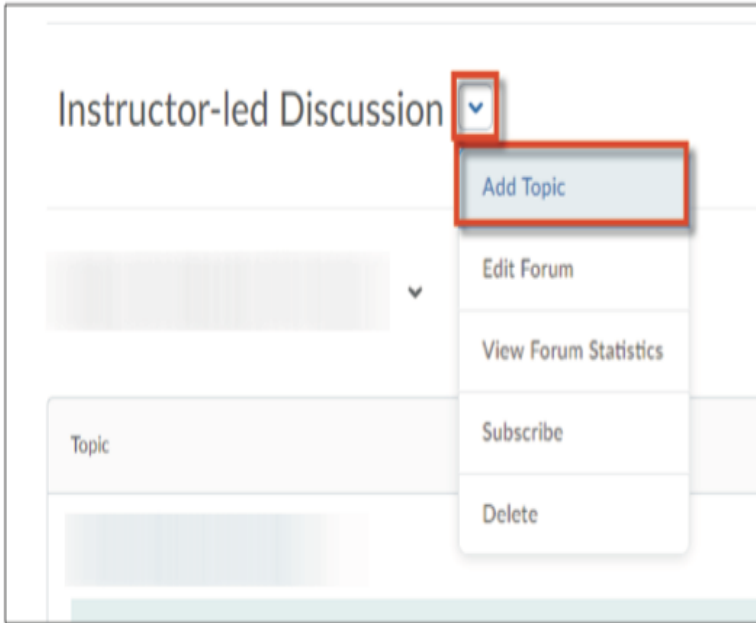
Users must start a thread before they can read and reply to other threads in each topic ?

Display forum description in topics ?

Availability

How to create a discussion forum on MYCOURSES (2):

- **Name** the discussion forum (e.g. *Instructor-led forum*). In the description box, **write instructions** of what the students should write in the forum. Then click **Save and Close**.
- **Note:** You have the option of forcing students to respond to a discussion question before they can view other students' answers.



How to create a discussion forum on MYCOURSES (3):

- When you have returned to the main discussion page, you can start a discussion in your forum by clicking **Add Topic**.
- **Name** the topic and **write a description** of the students. Then click **Save and Close**.

DIFFERENCE BETWEEN A FORUM AND A TOPIC

- **Creating Forums and Topics**
- By default, your myCourses page does not come with a discussion board enabled. When creating your discussion board, you will be prompted to create both a topic and a forum. A **forum** is a category of discussion, while a **topic** is the space where you and the students can post threads and replies. The image on the next page demonstrates the distinction between forums and topics.
- Sometimes instructors find that online discussions can get overwhelming. Keeping your discussions organized – when forums and topics are clearly labeled with their purpose – will make it easier for your students to participate and for you to manage your online discussions.
- Some ways to categorize your discussions might be: by class topic, by week, by conference/lab/tutorial sections, and by assignment/project

General Discussion ▾ ← **Forum (Category)**

Topic	Threads	Posts	Last Post
Questions for the Instructor ▾ I will do my best to answer your general questions about the class here. Questions concerning individual situations or grading should be sent via email.	0	0	
Current Events ▾	0	0	

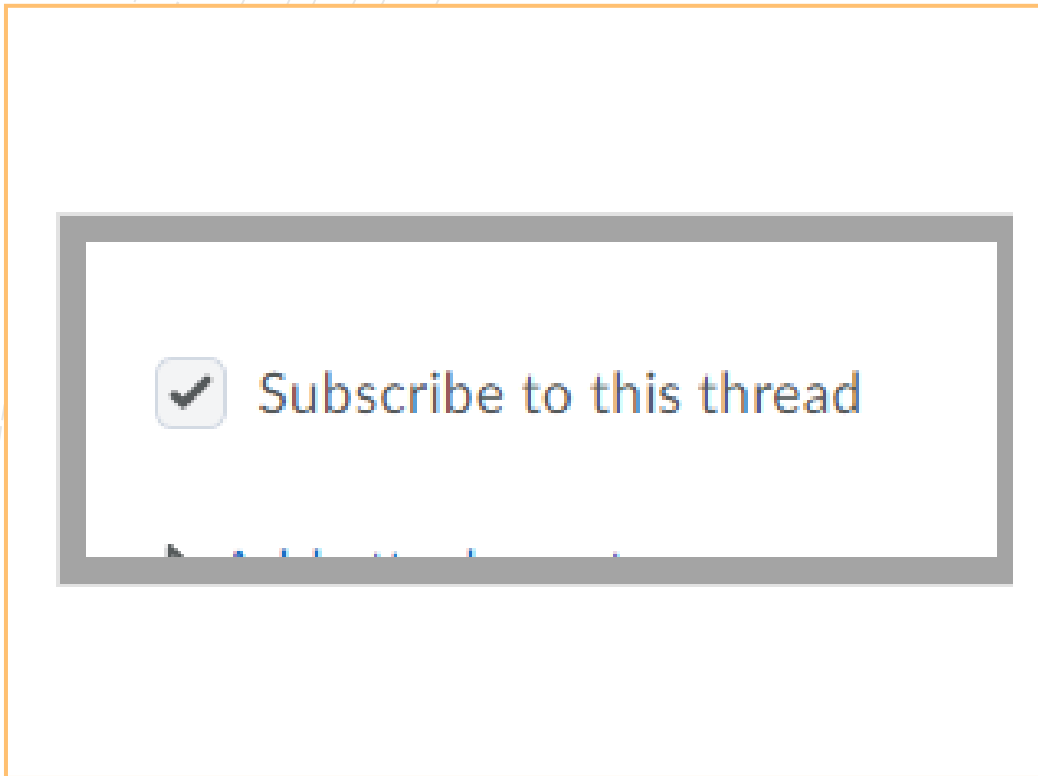
Topics

Weekly Discussions ▾ ← **Forum (Category)**

Topic	Threads	Posts	Last Post
Week 1 ▾	0	0	
Week 2 ▾	0	0	

Topics

SUBSCRIBING

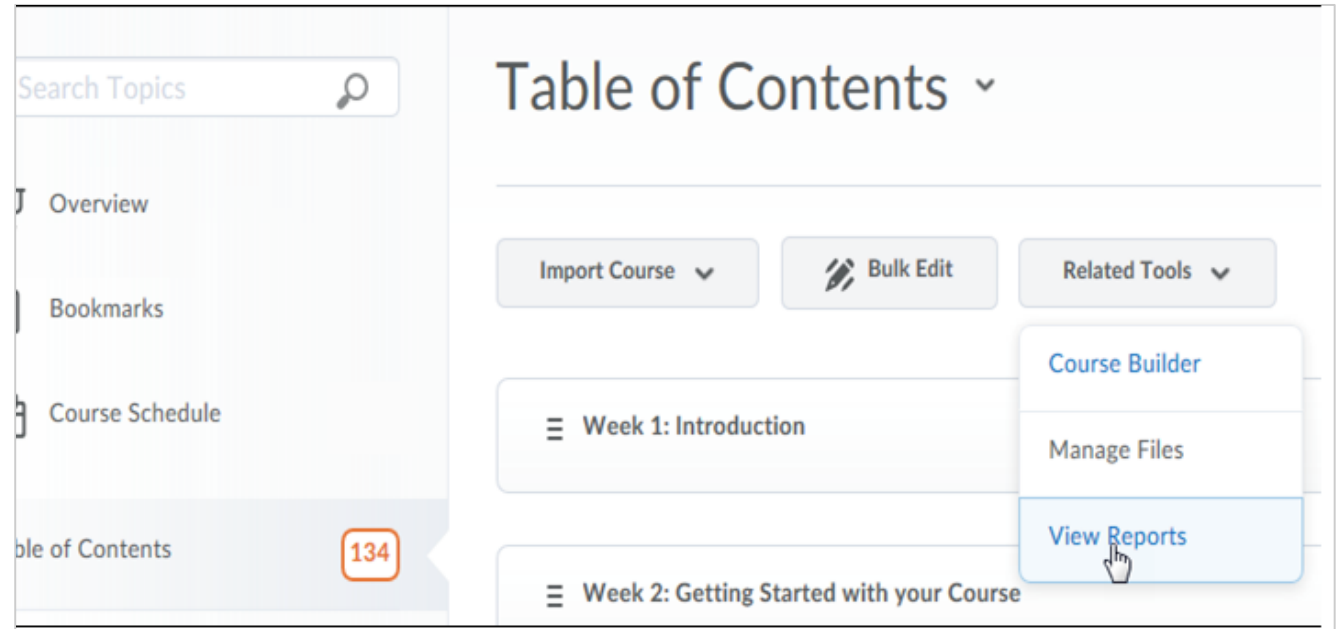


- myCourses allows you to “subscribe” to topics and/or forums. This means that you will receive a notification in your minibar (see example) whenever someone posts in that topic and/or forum.
 - To subscribe, click the subscribe box that you will find below when you post a new thread in a discussion.
- For instance, you may be interested in subscribing to your discussions if you have a dedicated “Questions for the Instructor” section, this can help you see student feedback faster.
- You can also sign up for instant notifications so that you receive an email whenever someone posts in a discussion forum or topic to which you have subscribed. Don’t worry – you won’t get any emails unless you sign up for them!

II- VIEWING CONTENT STATISTICS IN MYCOURSES.

The **Content Statistics** page lets you view what course content items are being visited most often and which students are actively visiting course content.

VIEWING CONTENT STATISTICS



Viewing content reports and statistics

- In **Content**, click **Table of Contents** in the sidebar.
- Click **Related Tools** at the top of the page and select **View Reports**.

VIEWING CONTENT STATISTICS (2)

The **Statistics** page will open.

On the **Content** tab you can view:

the total number of users in the course

the number of users who have visited any content

the average amount of time all users have spent visiting content

the number of users who have visited each item

the average amount of time all users have spent visiting all content

the average amount of time all users have spent visiting each item

Statistics

Statistics

Feedback

SCORM Reports

Export Statistics

Reset Statistics

Content

Users

Total Number of Users

20

Users Who Have Visited Content

2

Average Time Spent on Content

3:33:42

Expand All Collapse All

Content	Users Visited	Average Time Spent
Learning Content		
i. Welcome	2	0:05:45
What you need to know	2	0:01:13
ii. Course Objectives	2	0:02:12
iii. Unit 1 - Roles & Responsibilities	2	0:34:46
iv. Unit 2 - Terminology	1	0:16:49
vi. Unit 3 - Budget Mangement	1	0:28:13
vii. Unit 4 - Banner Student Aid Fund Management	1	0:13:04
ix. Unit 5 - Award Processing	1	0:45:06
xi. Unit 6	1	0:14:52
xii. Unit 7 - Help & Support	1	0:08:45

VIEWING CONTENT STATISTICS (3)

Statistics

Item Name

Overview PowerPoint

Total Number of Users

10 ⓘ

Users who have visited this item

6 ⓘ

Average time spent on this item

0:00:25 ⓘ

Search For:  [Show Search Options](#)



200 ▾ per page

<input type="checkbox"/>	Last Name, First Name ▲	Last Visited	Number of Visits	Total Time Spent	Average Time Spent ⓘ
<input type="checkbox"/>	Student, Demo01	Aug 24, 2012	7	0:00:55	0:00:18 ⓘ
<input type="checkbox"/>	Student, Demo02	-	-	-	-
<input type="checkbox"/>	Student, Demo03	May 1, 2012	2	-	- ⓘ
<input type="checkbox"/>	Student, Demo04	May 2, 2012	4	0:00:55	0:00:27 ⓘ
<input type="checkbox"/>	Student, Demo06	-	-	-	-
<input type="checkbox"/>	Student, Demo07	May 2, 2012	7	0:00:39	0:00:09 ⓘ
<input type="checkbox"/>	Student, Demo08	May 1, 2012	3	-	- ⓘ
<input type="checkbox"/>	Student, Demo09	May 1, 2012	1	0:00:05	0:00:05



200 ▾ per page

[Go Back](#)

- Clicking on a number in the **Users Visited** column allows you to view:
 - the number of times each user visited the selected item
 - the total time they spent visiting that item
 - the average time they spent visiting that item during each visit

VIEWING CONTENT STATISTICS (4)

NOTE:

Time statistics should be taken with a grain of salt. For example, a student could leave an item open for an hour without reading it, while another student could spend a few seconds downloading the item and then spend many hours studying it offline. There is no way of knowing what the student is actually doing on the other end.

Statistics

Item Name
Overview PowerPoint

Total Number of Users
10 ⓘ

Users who have visited this item
6 ⓘ

Average time spent on this item
0:00:25 ⓘ

Search For: Show Search Options

200 per page

Last Name, First Name ▲	Last Visited	Number of Visits	Total Time Spent	Average Time Spent
<input type="checkbox"/> Student, Demo01	Aug 24, 2012	7	0:00:55	0:00:18 ⓘ
<input type="checkbox"/> Student, Demo02	-	-	-	-
<input type="checkbox"/> Student, Demo03	May 1, 2012	2	-	- ⓘ
<input type="checkbox"/> Student, Demo04	May 2, 2012	4	0:00:55	0:00:27 ⓘ
<input type="checkbox"/> Student, Demo06	-	-	-	-
<input type="checkbox"/> Student, Demo07	May 2, 2012	7	0:00:39	0:00:09 ⓘ
<input type="checkbox"/> Student, Demo08	May 1, 2012	3	-	- ⓘ
<input type="checkbox"/> Student, Demo09	May 1, 2012	1	0:00:05	0:00:05

200 per page

[Go Back](#)

Users

By: User ▼ [Apply](#)

Search For: Show Search Options

Last Name ▲, First Name

- [Student, Demo01](#)
- [Student, Demo02](#)
- [Student, Demo03](#)
- [Student, Demo04](#)
- [Student, Demo06](#)
- [Student, Demo07](#)
- [Student, Demo08](#)
- [Student, Demo09](#)

- Click **Go Back** to return to the Statistics **Content** tab.
 - On the **Users** tab, you can view how many course content items each user has visited.
- Clicking on a user's name allows the instructor to view:
 - the total number of course content items that are accessible to a user
 - the number of items the user has visited
 - the number of times the user has visited each content item
 - the average time the user spent visiting each item
 - the date and time that the user last visited the item

Exporting content statistics

- You can export statistics to a CSV file either for all students in a course or for an individual student.

(1) Access the **Content Statistics** page.

(2) To export statistics for all students in the course, click **Export Statistics**.OR

To export statistics for a specific student:

(a) Click the **Users** tab.

(b) Click the student's name.

(c) Click **Export Statistics**.

(3) In the pop-up window that appears, click on the link to the CSV file to Open or Save it.

Deleting content statistics

- The **Reset Statistics** button will permanently delete content statistics for your entire course or a specific student.

(1) Access the **Content Statistics** page.

(2) To delete all statistics for the entire course, click **Reset Statistics**.OR

- To delete statistics for a specific student:
 - (a) Click the **Users** tab.
 - (b) Click the student's name.
 - (c) Click **Reset Statistics**.

(3) In the confirmation pop-up window that appears, click **Delete**.



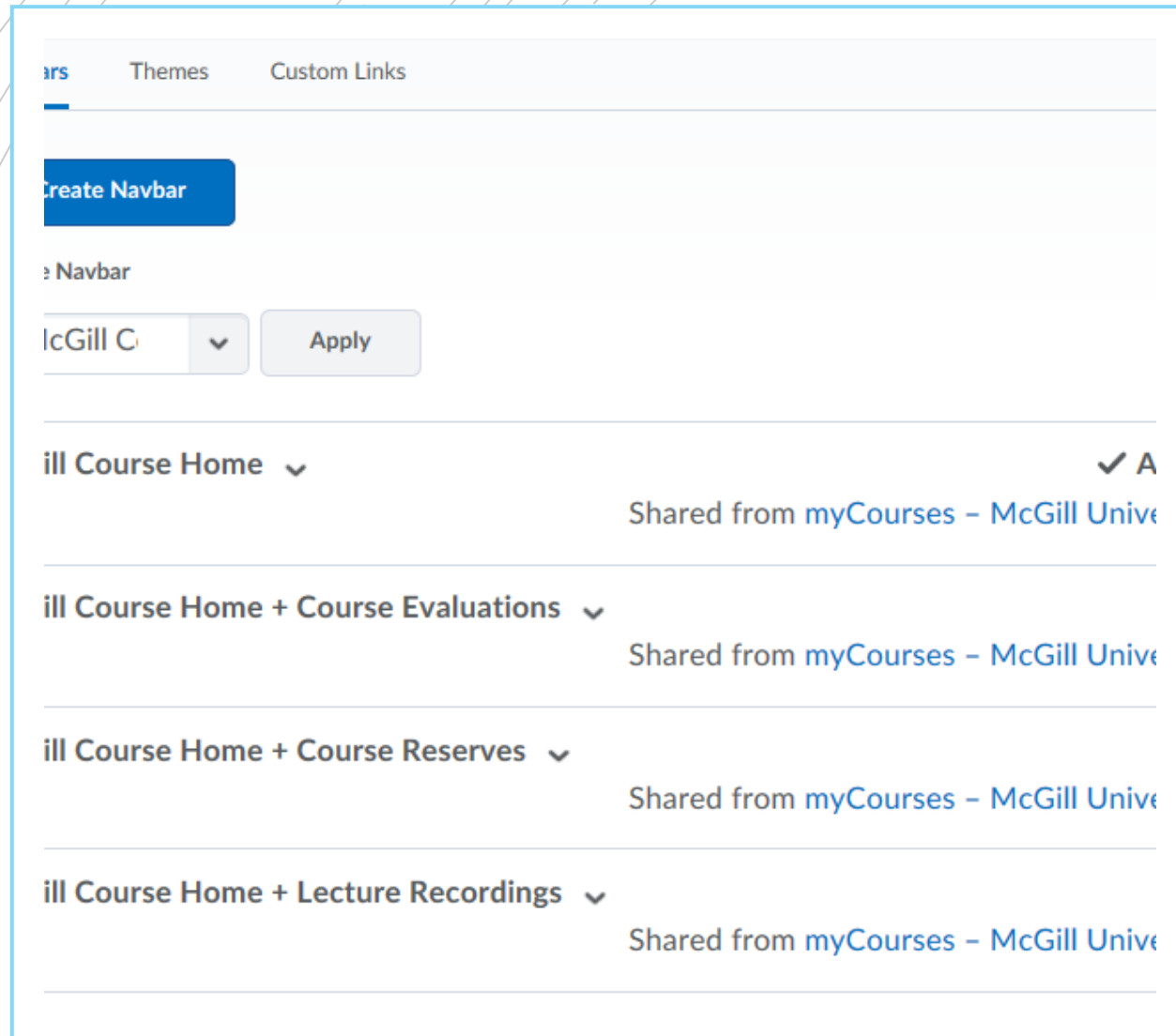
III- CUSTOMISING THE NAVBAR ON MYCOURSES.

The default navigation bar (navbar) at the top of the **Course Home** page contains only the most commonly used links. This is the navbar applied to all new courses by default. However, you can change the navbar in your course so that it contains links to the tools you are using. This is necessary for many tools to allow students to access them.

Changing the current navbar to another existing navbar.

- On the **Course Home** page, click **Course Admin** in the top right corner of the screen.
- Click **Navigation & Themes**. On the page that appears, you will see a list of available navbars.
- Under **Active Navbar**, select the navbar you want to use.
- Click **Apply**.

You should now see the new navbar at the top of your **Course Home** page.



Creating a customized navbar.

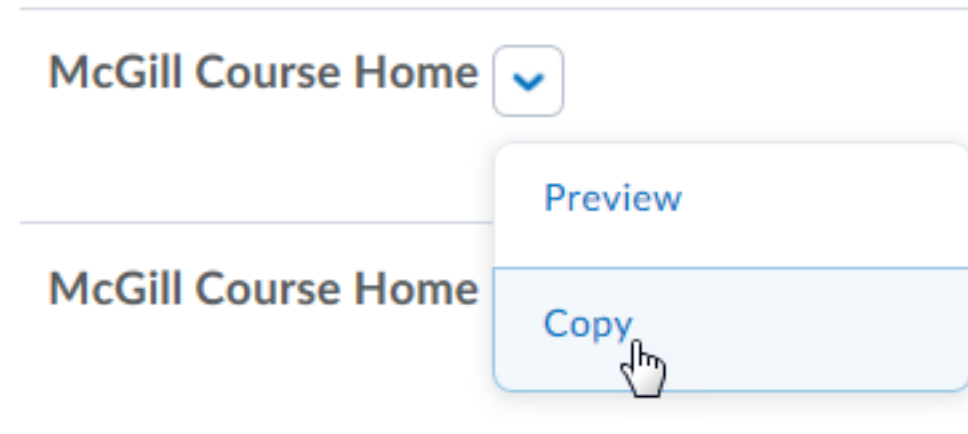
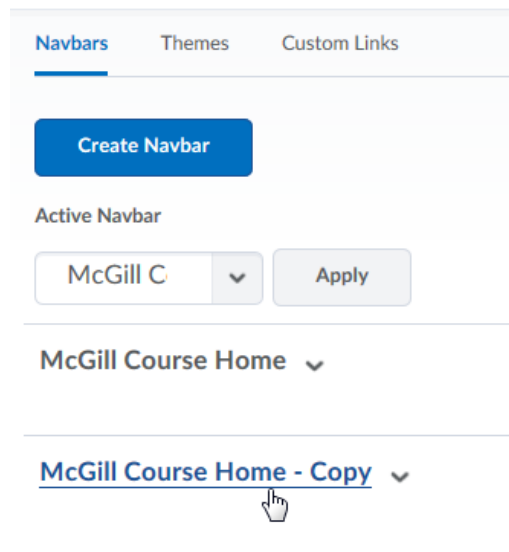
On the main **Navbars** page, the default navbars appear in black. You cannot modify these default navbars. If you want to create a customized navigation bar, rather than start from scratch (**New Navbar**), it is easier and more efficient to **Copy** one that already exists and then add or remove links as needed

1) Access the main **Navbars** page by clicking **Course Admin > Navigation & Themes**.

2) Click the arrow beside an existing navbar and select **Copy**.

A copy of the navbar will be automatically created.

3) Click on the name of the copy (e.g., "Course Default - Copy") to modify it.



Creating a customized navbar. (2)

4) (Optional) a new **Name** or **Description** for the navbar.

5) Under **Links**, click **Add Links**.

6) In the pop-up window that appears, select the checkbox beside each tool you want to add to your navbar, then click **Add**.

The screenshot displays the 'Edit Navbar' interface. On the left, the 'Name' field contains 'McGill Course Home - Copy' and the 'Description' field is empty. Below these is a theme selection area for 'McGill Course Home' with a 'Change Theme' button. The 'Links' section shows a 'Left Logo' and a grid of tool buttons: Content, Discussions, Assignments, Classlist, Grades, and Course Admin. At the bottom of the links grid are 'Create Custom Link' and 'Add Links' buttons. A mouse cursor is hovering over the 'Add Links' button. On the right, the 'Add Links' pop-up window is open, showing a search bar and a filter set to 'System Links'. It lists three items: 'Announcements' (unchecked), 'Assignments' (checked), and 'Attendance' (unchecked). Below each item is a description of its function. At the bottom of the pop-up, 'Blog' is also listed with a checked checkbox.

Creating a customized navbar. (3)

Navbars Themes Custom Links

Create Navbar

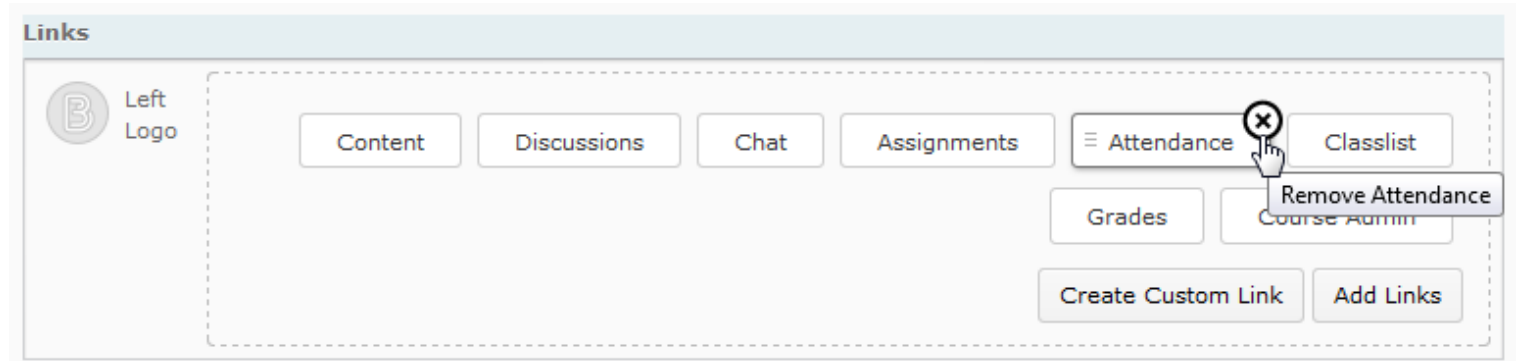
Active Navbar

McGill C

Apply

7) Drag and drop links to reorganize them on your navbar.

8) To remove any links to tools you are not using in your course, hover your mouse over the link and click the **X** in the top right.



9) Click **Save and Close**.

10) Select your new navbar from the **Active Navbar** dropdown list at the top of the main **Navbars** page and click **Apply** to activate it.

If you need to add or remove links in the future, you can always go back and edit this new navbar.