

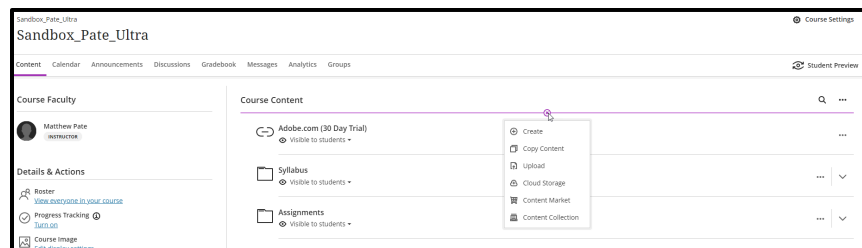


How to Use the Forum Feature

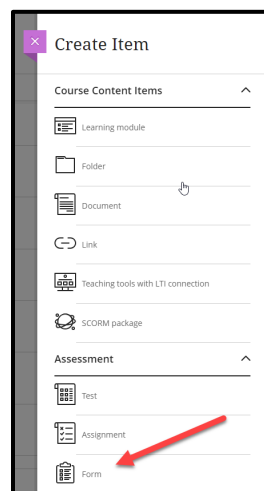
Journals are personal spaces for students to communicate privately with you. Students can also use journals as a self-reflective tool. They can post their opinions, ideas, and concerns about the course or discuss and analyze course-related materials.

You can create journal assignments that are broad, and student directed. Students can reflect on the learning process and document changes in their perceptions and attitudes. Students can describe the problems they faced and how they solved them. You can also create instructor-directed journal entries that are more formal. You can narrow the focus with a list of topics for discussion.

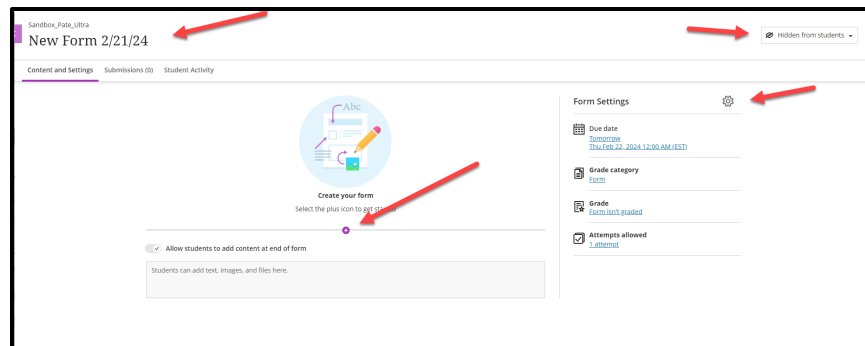
Journals are ideal for individual projects. For example, in a creative writing course, each student creates entries, and you provide comments. In this manner, a student can refine a section of a writing assignment over time, with your guidance and suggestions. Students can also comment on their entries to continue the conversation.



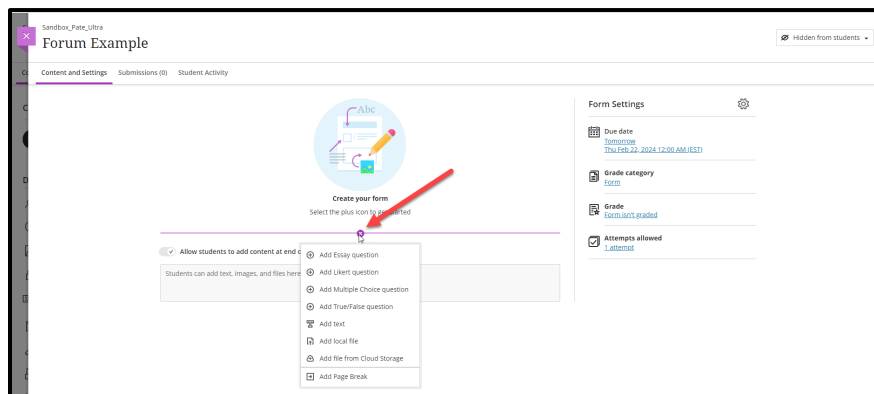
When creating a journal entry, you will access the + sign and choose **Create** at the desired location where you would like to place the entry. This can be moved once the entry has been created.



You will select the Forum at the bottom of the **Create Item** panel.



Once the forum window opens, you will need to add the appropriate title, adjust the student forum visibility, modify the forum settings, and add the question type, text description, or response you are trying to obtain from the student. Forums can have due dates and grading based on rubrics if desired.



When you click on the + sign to drop the menu of questioning or response options, you will notice you can add plain text and upload files for review if needed. Always remember that multiple questions and response types can be added.



Digital Composition Analysis

Content and Settings | Submissions (0) | Student Activity

Form Content

At this point in the course, how do you feel you are progressing with your techniques of applying vector-based the art over pixel-based raster imagery? Include the example components in their native state before any blending or effects have been added to the composition. We will review the progress here weekly.

☐ Allow students to add content at end of form.

Submission

Students can add text, images, and files here.

Form Settings

- Due date: Tomorrow (Thu Feb 22, 2024 12:00 AM)
- Grade category: Draft
- Grade: Form not graded
- Attempts allowed: Unlimited

Grading & Submissions

- Grade form: ☒
- Grade category: Form
- Attempts allowed: 1
- Grade using: Points
- Maximum points: 100
- Additional Tools: Assigned groups (Assign to groups)
- Description: Please make sure you zip any large files before uploading. (Maximum 750 characters)

Cancel | Save

Submission

Word count: 0

A sample of a completed forum entry is shown above prior to saving. Students will be able to use the same common features when responding to the journal in the **Submission** panel.

Digital Composition Analysis

Content and Settings | **Submissions (0)** | Student Activity

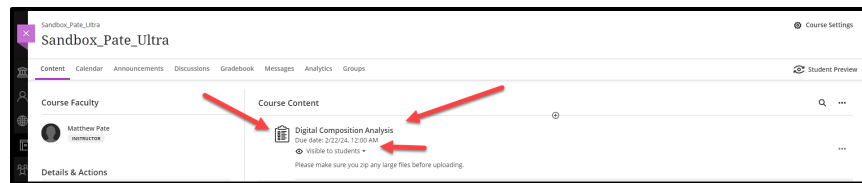
0 / 1 SUBMITTED | 0 TO GRADE | 0 TO POST

Search by student name: All Student Statuses | All Grading Statuses | Send Message

Student #	Student Status #	Grading Status #	Grade #	Post #	...
☐ Matthew Pate Unopened	No Submission	Nothing to grade	0 / 100		...

25 / 100 items per page

As students begin to submit their forum responses, you will be able to see the entire class by choosing the **Gradebook**, **Forum "Title"**, and then choosing **Submissions**.



Always keep in mind these individual forums can be converted to **Discussion Boards** if the need arises. The clipboard symbol easily identifies the forum component within the Ultra content layout.