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Module Objectives

Upon completion of this module, participants will be able to use the mechanics of Online@HCC to create and facilitate:

1. asynchronous discussion board topics;
2. mail tool;
3. calendar entries;
4. course syllabus;
5. course announcements;
6. who’s online functions;
7. synchronous chat and whiteboard
The Discussions Tool

The Discussions tool provides opportunities for asynchronous communication between students and the instructor. Discussions can be divided into categories and topics. Discussions can be private or public.

The Discussions tool is great for creating an online class discussion. It helps promote a learning community and is a reflective activity.

1. From the Build Tab, inside of your practice class, click Discussions.
2. To create a topic, click Create Topic.
3. Type the **title** of your discussion topic. (In this example type: Let me introduce myself . . .)

4. Type a **brief description** and/or instructions for your discussion topic. (In this example type: Please post 1-2 paragraphs letting us know who you are, why you are taking this course, and your future goals and career plans.)

5. Choose **Gradability** options. (In this example our topic is not gradable.)

6. Choose **Settings** options.

7. Choose **Category** options. (In this example, choose **Do not place topic in category**.)

8. Click Save.

**NOTE:** If you plan on using a Grading Form to grade your discussion topic you will need to attach the grading form to the Discussion topic during the topic creation process. You will not be able to go back and add a Grading Form later.
The Mail Tool

The Mail Tool (email) provides opportunities for private, asynchronous communication between course participants and instructor.

The Mail Tool in Online@HCC is a good way to discuss grades or other private issues with students. This tool is not Internet based and does not allow the sending or receiving of email from outside of the course. It also forces users of the tool to include a subject and you will always know who is sending you the mail message as the students name will always appear in the From area.

1. From the Teach Tab, click Mail.
2. Select Inbox to read email that has been received. (NOTE: Inbox is the default setting.)
   Select Sent Mail to view messages that you previously sent.
   Select Drafts to view/edit messages in progress.
   Select Deleted Mail to view messages that have been previously deleted.

NOTE: You can send mail from the Build, Teach, or Student tabs. However, if you are on the Student tab the message will be sent from the Demo Student account for that course-section. This may confuse your students.
3. From the Inbox, click *Create Message*.
4. Click *Browse for Recipients...*
5. Select the desired *recipients*.
6. Type the *subject* of the mail message. (Subject of your choice.)
7. Type the *message*.
8. Click *Send*.

**NOTE:** You and students can add attachments to mail messages up to 1024 kb.
The Calendar Tool

The Calendar tool provides “at a glance” course information such as assignment due dates, chat dates, test dates, community events, etc.

This tool helps students with ‘time on task’ issues.

1. From the Build Tab, click Calendar.
2. To add an entry to the Calendar, click Add Entry.
3. Enter the title of the entry.
4. Enter a description/instructions for the entry.
5. Select the entry date(s). (Select tomorrow’s date.)

NOTE: You can create Calendar entries when creating Assignments and Assessments by checking the Create Calendar Entry check box in the properties of either the assignment or assessment.
6. Choose the **Entry type**.
7. Choose the **Access type**. (Choose Public.)
8. Add **URL links** (if applicable).
9. Choose **Recurrence options** (if applicable).
10. Choose **Entry settings**.
11. Choose **Personal Settings**.
12. Click **Save**.
The Syllabus Tool

1. From the Build or Teach tab, click **Syllabus**.
2. Select the **syllabus type**. It is recommended that you use the file type.
3. If you choose the file type, click Browse to locate the syllabus file from the File Manager or from your computer.

NOTE: It is recommended that you use .pdf format or .html format for your syllabus file. Not all students will be able to open a Word file.
The Announcements Tool

The Announcements tool allows you to provide current information to students. The announcement may appear immediately upon logging in to the course.

1. From the Build Tab, click **Announcements**.
2. Click **Create Announcement**.
3. Type the Announcement **title**.
4. Type the Announcement **message**.
5. Select the desired **recipients**. (Select All)
6. Select the **delivery date**.
7. Check the box if you wish the announcement to appear as a pop-up message at log-in.
8. Click **Send**.
Who’s Online

Who’s Online allows you to instant message with students that are currently logged into the course.

1. From the Build or Teach Tab, click *Who’s Online*.

2. From the Who’s Online page you can change your *availability status*.

3. From the Who’s Online page you can send a *chat invitation* to an individual or group.

**NOTE:** You will need to have the Tool on your Course Tools menu. If it is not from the Build tab choose course menu and select the Tools you wish to add to the
The Chat/Whiteboard Tool

The Chat/Whiteboard tool provides the opportunity for synchronous communication between course participants.

This tool is handy for having an online real-time discussion.

1. From the Build Tab, click Chat.
2. From the Chat page you can access an existing chat room or create a new chat room.
3. To create a new chat room, click Create Chat or Whiteboard Room.
4. Type the room title.
5. Type the room description.
6. Select the visibility option. (Click Show Item.)
7. Type the maximum number of users allowed. (type the number of students in your course)
8. Select the **room type.** (In this example select: Chat and Whiteboard.)

9. Select desired **User Permissions.**

10. Select desired **Logging option.** (It is recommended to select: Maintain Chat room log.)

11. Click **Save.**

**NOTE:** You can receive context sensitive Help by clicking on the Help link on the top right side of the Online@HCC screen. If you are in the Chat tool when clicking on this link you will see Help topics associated with the Chat tool.