

### Getting Started with....

### Colloquia Courseroom Setup

Although residency courserooms are similar to other Capella courses, they differ in important ways. For example, the number of learners enrolled is much higher than other courses, and there are several faculty members enrolled as instructors. Only the four standard forums appear on the main **Discussion Board**, (Welcome and Introductions, Faculty Expectations, Ask Your Instructor, and Updates and Handouts.) All Unit discussions take place within My Groups rather than on the main Discussion Board. Participation in unit group discussions is required for colloquia learners and confirmed by learners in a "checklist assignment" near the end of the course. Faculty enter a **Peer Responses** grade of either 0 or 100 in the Grade Center at the end of the term. A learner must participate in ALL unit group discussions to earn a **Peer Response** grade of 100.

The content of the colloquia courses varies by Track 1, Track 2 or Track 3. In each course, a Primary Instructor will complete the initial setup of the courseroom. One key setup task is to set up the groups.

A set of several "empty" groups are already listed in the Instructor's Groups page. The lead instructor configures each group

The Primary Instructor adds a faculty name to the title of each group and enrolls the learners and one instructor in each

### COURSE MANAGEMENT

### Manage Groups

group..

during Setup Week prior to course launch.

Control Panel

- Content Collection
- Course Tools
- Evaluation
- Grade Center



Change *Edit Mode* to ON.

### Edit Group Set

#### Step 1

Click "*Groups*" under the Users and Groups button on the Instructor's Control Panel.

#### Step 2

Click the title of the group under "Group Set," and select "Edit Group Set Membership."

The Edit Group Set Enrollments page opens.

GRO	DUPS			All Groups	Group Sets All User
CREA	MTE 🗸 IMPORT			EXPORT	GROUP SETTINGS
Bulk	Actions 😸 View Options 😸				
	NAME	GROUP	SET ENROLLED MEMBERS	SELF-ENROLL	AVAILABLE
	Group 1 - INSTRUCTOR NAME	Group	· .	No	Yes
	Group 2 - INSTRUCTOR NAME	Group	List of Groups	No	Yes
0	Group 3 - INSTRUCTOR NAME	Group	Edit Group Set Properties Edit Group Set Membership	No	Yes
	Group 4 - INSTRUCTOR NAME	Group	Email Group Set	No	Yes
0	Group 5 - INSTRUCTOR NAME	Group	Delete Group Set	No	Yes
	Group 6 - INSTRUCTOR NAME	Group	0	No	Yes
12	Group 7 - INSTRUCTOR NAME	Group	• ° •	No	e Yes

Groups page showing empty groups

Manage Groups, Continued

#### **Differences by Track**

#### Track 1:

Learners and faculty members are enrolled in groups at random. Determine how many groups you need. Ignore groups you don't use.

#### Tracks 2 and 3:

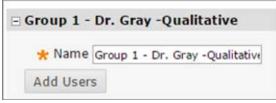
**During setup week**, contact each learner and request that they identify the research method they plan to use. Enroll the learner and faculty members based on their preferred methodology. Designate a group named "Undecided" if needed.

#### Edit Group Set

#### Step 2 Change the name of each group

**1.** Select the "*Instructor Name*" and enter the name of a faculty member for this group. Be sure to retain the word "Group" and the group number.

In Track 2 or Track 3 courserooms, add the faculty name followed by the **research method**.



Track 2 or Track 3 Group Name

**2.** Repeat this process for Groups 2 - 8.

Note: Do not delete "Group (number) -" from the group titles.

	SUBMIT CANCEL
GROUP SET INFORMATION Name Group Description	Hide Members Uncheck this if you are enrolling faculty or learners in more than one group.
GROUP SET ENROLLMENTS Filter Available Members Aready in an	nother group in this set
Randomize Enrollments Collapse All	
Group 1 - INSTRUCTOR NAME	
* Name Group 1 - INSTRUCTOR NAME	
Add Users No users have been added.	
Delete Group	
Group 2 - INSTRUCTOR NAME	
* Name Group 2 - INSTRUCTOR NAME	
Add the see	
Add Users	
No users have been added.	

\* \*

#### Edit Group Set page



Manage Groups, Continued

Step 3 Add Users

1. Click Add User for Group 1.

The Add Users page opens.

2. To enroll faculty, enable "Show all users regardless of role" and **click** "**Go**" to see both faculty and learner names.

3. Click **Show All** at the bottom of the page to display all users on one page.

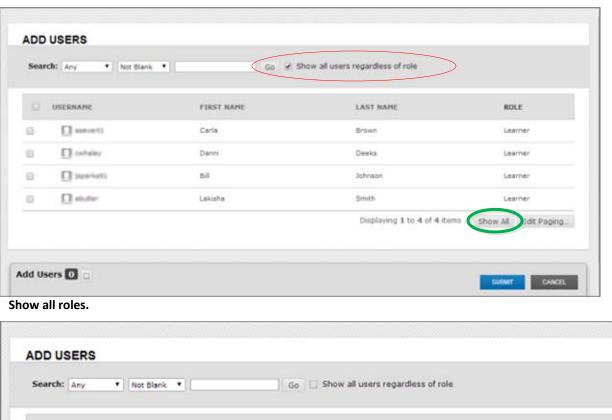
4. Check the boxes for the learners and the faculty member you wish to add to Group 1. When finished, click *Submit.* 

The *Add Users* page updates to show the users enrolled in Group 1.

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Courseroom 3.1 Guides
Last updated 4/6/2015

-	Group 1 -	Dr. Gray -Qualitative
	\star Name	Group 1 - Dr. Gray -Qualitative
1	Add User	s

#### Add Users to a group



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Select users to add to group.

Manage Groups, Continued



#### Step 4

#### **Complete Group Enrollments**

Repeat the *Add Users* process for each group until you have named and added members to each group.

Be sure you add the designated faculty member to their group.

- Click an "X" to remove someone from a group.
- When you are finished setting up all the groups, click *Submit* at the bottom of the page.

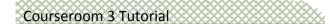
#### Late Enrollments

In the Groups tool, click Edit Group Set Membership.

If a learner was enrolled late, determine which group to add them to. On the *Add Users* page, be sure the option to *Hide members already in another group*" is enabled so you only see learners who have not yet been added to a group.

embers	<ul> <li>Hide members alrea</li> </ul>	uy in another group in	THIS SEC	
Randomize Enrollmen	ts Collapse All			
Group 1-Dr. Gray-	Qua <mark>li</mark> tative			
* Name Group 1-D	r. Gray-Qualitative			
Add Users Remo	ove All Users			
Success: Enrollm	ent deleted.	LAST NAME	NULL	
🖸 aiarw	Patrick	lane.	Learner	×
afartum	Alfredo	(Januar)	Primary Instructor	×
taragene	Thomas	Gragesa	Learner	×
I mini	Marcus	Ball	Learner	×
🖸 selations.	Mycroft	Malman	Learner	×
L toutter	Katheryn	Winter	Learner	×
Delete Group				
Group 2-Dr. Wilso	n-Quantitative			
* Name Group 2-D	r. Wilson-Quantitati			
Add Users				
No users have been	added.			
Delete Group				

Edit group names and add users



Manage Groups, Continued

#### **Access Group Discussions**

Learners and faculty access discussions for a group they are enrolled in the same way - by clicking *My Groups* > *Group Discussion Board.* Users see only the group(s) they are enrolled in.

Discussion topics are **displayed** in the learning units, but do not link to the Group Discussions.

#### Step 5 Manage Group Discussions

Each group discussion board includes a default forum with a description "*General Discussion*." This forum is not listed in any learning unit. Using it is optional.

Each faculty member should add their name to the title of this forum, and may customize the description if they choose to, or leave the description as-is.

#### With Edit Mode ON

Click the action icon for the default forum, and select *Edit* or *Delete*.

**Reminder:** The text for each group discussion question is found in the learning unit, not within the group discussion forum.

Turn Edit Mode to OFF when finished.

DO NOT DELETE any groups or discussion forums within the groups.

C	OURSE TOOLS
D	liscussions
N	ly Meetings
lt	structor Resources Ø
т	umitin
-0	Portfolio (login required)
¥	My Groups
Ŧ	Group 1-Dr. Gray-Qualitative
F	ile Exchange
G	roup Discussion Board
Q	roup Homepage

discussions



#### Groups > Group 3 - Dr Alfredo > Group Discussion Board Edit Mode is: ON DISCUSSION BOARD SEARCH Delete TOTAL UNREAD TOTAL DESCRIPTION FORUM PARTICIPANTS POSTS POSTS Group 3 - INSTRUCTOR NAME 0 0 General Discussion 0 Unit 1 Group Discussion: Definin Open n topic in the unit. 0 0 0 your replies here. Academic Integrity Edit a topic in the unit 0 0 Unit 1 Group Discussion: Applyir Manage Academic Integrity to Scholarly your replies here. Copy Unit 3 Group Discussion: Resear Delete Ó. n topic in the unit Ó 0 your replies here. Critique 0 0 0 Unit 6 Group Discussion: Keeping Find the group discussion topic in the unit Communications at the Scholarly Level activities, and then post your replies here. 60 Unit 6 Group Discussion: Responding to Find the group discussion topic in the unit 0 0 0 Discussions - Content Issues activities, and then post your replies here. Unit 6 Group Discussion: Responding to Find the group discussion topic in the unit 0 0 Ō Discussions - Critical Analysis activities, and then post your replies here. Unit 8 Group Discussion: Oral Find the group discussion topic in the unit 0 0 0 activities, and then post your replies here. Presentation Delete Displaying 1 to 8 of 8 items Show All Edit Paging.

#### Edit the default group discussion forum

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## **Grading Discussions**

#### **Grading Group Discussions**

Participation in weekly discussions is required for colloquia learners. Faculty enter a *Peer Responses* grade of either 0 or 100 in the *Grade Center* at the end of the term. A learner must participate in ALL unit group discussions to earn a grade of 100.

#### **Discussion Grading Options**

Group discussions do not have columns in the *Grade Center* for weekly grades. Use one of the suggested methods below to track discussion participation.

**A.** Faculty can track unit discussion participation by downloading a spreadsheet located in Hidden *Instructor Resources.* (**Edit Mode must be ON** in order to see the *Instructor Resources* link.)

or

**B.** At the end of the term, use the *Performance Dashboard* to see a list of discussion forums the learner posted in.

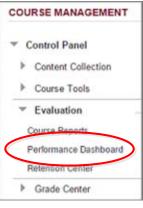
**1.** Expand the Instructor's *Evaluation* link and click *Performance Dashboard.* 

2. Click **Show All** at the bottom of the page to list all users.

**3.** The *Discussion Board* column shows how many forums each learner posted in. The count includes the required **group discussion forums** AND the standard, non-graded Discussion Board forums such as *Ask Your Instructor, Welcome and Introductions*, etc.

Click the **number** for a particular learner to see a list of discussions in which the learner posted.





**B.** Access the *Performance Dashboard* 

Evaluation > Performance Dashboard											
PERFORMANCE DASHBOARD											
LAST NAME	FIRST NAME	USERNAME	ROLE	LAST COURSE ACCESS	DAYS SINCE LAST COURSE ACCESS	REVIEW STATUS	ADAPTIVE RELEASE	DISCUSSION BOARD	CUSTOMIZE RETENTION CENTER	VIEW GRADES	
Malley	Brent	bmalley	Primary Instructor	Jan 29, 2015 4:19:50 PM	5	0	2	28	-		
Stensberg	Eric	estensberg	Primary Instructor			0	2	30	-		
Hettwer	Nicole	nhettwer	Primary Instructor	Jan 28 1 8:30:10 PM	6	0	2	27			
Petersen	Kate	kpetersen	Primary Instructor	Jan 29, 2015 4:02:46 PM	5	0	۵	30	-		
Jane	Patrick	pjane		Jan 30, 2015 3:48:34 PM	4	٩		*	0/2		
Lisbon	Teresa	tisbon		Jan 29, 2015 11:11:38 AM	5	0		30	0/2	E	

Performance Dashboard showing discussion forums



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Grading Discussions, Continued

#### Determine Peer Response Grade

The list shows ALL forums in which the learner posted, and the number of messages posted in each forum (*Total Posts*). Note whether the learner participated in **all** the unit Group Discussions.

Determine whether the learner earned a zero or 100.

Open the *Grade Center* and enter the grade in the *Peer Responses* column.

#### **Efficiency Tip**

Open the *Grade Center* in your browser. Right+click (Option+Click, Mac) on the *Evaluation* link to open it in a new tab.

Switch to the *Grade Center* tab to enter grades, then back to the *Evaluation* tab to determine each learner's discussion participation.

DISCUSSION BOARD: TLISBON	-	rner's Name					
FORUM 🛆	TOTAL POSTS	DATE OF LAST POST	AVERAGE POST LENGTH	MINIMUM POST LENG	MAXIMUM TH POST LENGTH	AVERAGE POST POSITION	GRADE
Group 1 - General Discussions	1	Thu Jan 29 15:21:04 CST 2015	11	11	11	1	
Unit 1 Group Discussion: Applying Academic Integrity to Scholarly Writing	1	Thu Jan 29 11:03:47 CST 2015	21	21	21	1	
Unit 1 Group Discussion: Defining Academic Integrity	1	Thu Jan 29 11:03:19 CST 2015	34	34	34	1	
Unit 3 Group Discussion: Research Topic Critique	1	Thu Jan 29 11:04:08 CST 2015	21	21	21	1	
Unit 6 Group Discussion: Keeping Communications at the Scholarly Level	1	Thu Jan 29 11:04:24 CST 2015	21	21	21	1	
Unit 6 Group Discussion: Responding to Discussions - Content Issues	2	Thu Jan 29 11:09:34 CST 2015	39	32	46	1	
Unit 6 Group Discussion: Responding to Discussions - Critical Analysis	1	Thu Jan 29 11:09:57 CST 2015	17	17	17	1	
Unit 8 Group Discussion: Oral Presentation	1	Thu Jan 29 11:10:07 CST 2015	17	17	17	1	-
				Displa	aying 1 to 8 of 8 items	Show All	Edit Paging

Performance Dashboard: List of discussion forums in which the learner posted.

### **The Grade Center**

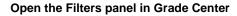
#### Filter the Grade Center by Group

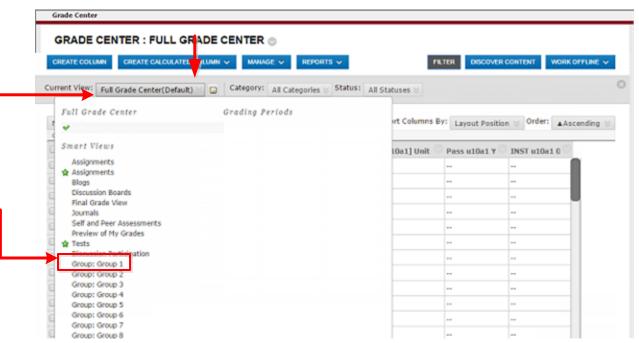
For convenience, faculty can quickly create a view showing only the learners in their group.

1. Open a view of the Full Grade Center.

2. Click Filter.

Grade Center GRADE CENTER : FULL GRADE CENTER © CREATE CALCULATED COLUMN 🐱 CREATE COLUMN MANAGE V REPORTS V FILTER DISCOVER CONTENT WORK OFFLINE 🗸 Sort Columns By: Layout Position & Order: Ascending & Move To Top Email & Grade Information Bar First Name [u10a1] Unit Pass u10a1 Y INST u10a1 0 Last Name Availability Current Grad Peer Respons ADD-UT Dennis Available ---... ... Balley Mary Available .... Barlow Birchibald Available .... .... .... ---Available Beardy. Jasper Beckett Sm Available ..... ----..... ---.... Beckett Kate Available .... .... 0 M Available Harris ... ... ... ... Borton Wandell Available Boule Available Jacquelles ... ------🖯 Bousie Available Ling .... ... .... Burns Hartpomary Available .... .... Selected Rows: 0 Move To Top Email Icon Legend Edit Rows Displayed





**3.** On the Filter panel, click the drop-menu next to *Current View:* Full Grade Center (Default) to see a list of optional *Smart Views*.

4. Select the Group you want to see.

*Note:* The pull-down list of groups may flicker, with each group becoming invisible on mouse-over. However, the group you click will still be selected.

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Grade Center, Continued

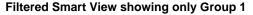
#### Filtered Smart View of Grade Center

The Grade Center shows only learners in Group 1.

You can use this view to enter *Peer Responses* grades for a group, or to send email to a group.

Use the drop-menu to select a different group or return to the full list of learners.

GRADE CENT	TER : GROUP	: GROUP 1 @						
CREATE COLUMN	CREATE CALCULAT	ED COLUMN 🗸	MANAGE 🗸 🛛 RI	eports 🗸 -		FILTER DISCO	VER CONTENT W	IORK OFFLINE 🗸
urrent View: Gro	up: Group 1	Category: All	Categories 😸 St	atus: All Statuses	. 8			1
Move To Top E Grade Information B	Email 😸				Sort Colum	is By: Layout Per	sition 😸 Order:	▲Ascending ⊗
Last Name	Test Manual C	Augusta Martine	Comment Count C	Date Barnani	Turner Truck	Descriptions w	THET HAR A C	without Creak
Last Name	First Name		Current Grad	Peer Respon	[u10a1] Unit	Pass u10a1 Y	INST u10a1 0	ØFinal Grade
Cho	Kimball	Available	Current Grad	Peer Respone	[u10a1] Unit	Pass u10a1 Y	INST u10a1 0	0.00%
Cho Jane						••		
Last Name Cho Jane Lisbon Rigsby	Kimball Patrick	Available Available	••					0.00%
Cho Jane Lisbon	Kimball Patrick Teresa	Available Available Available	••	•	••	••	••	0.00%



#### To send an Internet email to a Group:

- 1. Select the top check-box to select all learners in the group.
- 2. Click *Email.* Choose *email Selected Users*. The email goes to the learner's preferred email address.

You can also send a group email from the Groups page.

GROUPS			
Bulk Actions S View Options S Group 1-Or Gray Group 1-Or Gray Group 1-Or Gray Group Group Group 1-Distru Group Fue Group Fue Group Fue Group Fue Group Fue Group Fue Group 1-Distru Group Fue Group	GROUPS		
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Group 1 - Or Gray     Group 2 - Ji/GTRU     Group 2 - Ji/GTRU     Group 2 - Ji/GTRU     Group 2 - Ji/GTRU     Group 4 - Ji/GTRU     Group 4 - Ji/GTRU	Bulk Actions 😸 Vie	w Options	
Group 1 - Or Gray     Group 2 - Ji/GTRU     Group 2 - Ji/GTRU     Group 2 - Ji/GTRU     Group 2 - Ji/GTRU     Group 4 - Ji/GTRU     Group 4 - Ji/GTRU	T NAME		GROUP SET
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Send email from Groups

	TER : GROUP							
CREATE COLUMN	CREATE CALCULAT	ED COLUMN 👻	MANAGE 🗸 R	iports 🗸		FILTER DISCO	VER CONTENT	VORK OFFLINE 👻
urrent View: Gr	oup: Group 1 😸 📮	Category:	All Categories 😸 St	atus: All Statuse	. 8			
Move To Top	Email 😸				Sort Colum	ns By: Layout Po	sition 😸 Order:	▲Ascending ⊗
Li Email Sele	cted Users cted Users and their	Availability	Current Grad	Peer Respone	[u10a1] Unit	Pass u10a1 Y	INST u10a1 0	Final Grade
C Observers	ervers for Selected	Available						0.00%
✓ Ja Users	ervers for selected	Available						0.00%
Lisbon	Teresa	Available						0.00%
Rigsby	Wayne	Available						0.00%
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Move To Top	Email							Icon Legend
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#### Send email from the Grade Center to a group

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