CAPELLA UNIVERSITY

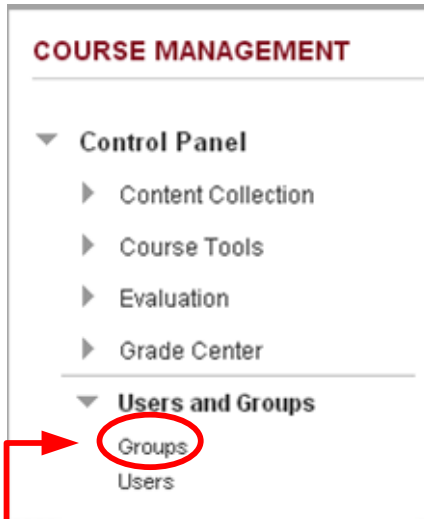## Getting Started with….

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.

Manage Groups

A set of several "empty" groups are already listed in the Instructor's *Groups* page. The lead instructor configures each group during Setup Week prior to course launch.

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

COURSE MANAGEMENT

- ▼ Control Panel
  - ▶ Content Collection
  - ▶ Course Tools
  - ▶ Evaluation
  - ▶ Grade Center
  - ▼ Users and Groups
    - Groups
    - Users
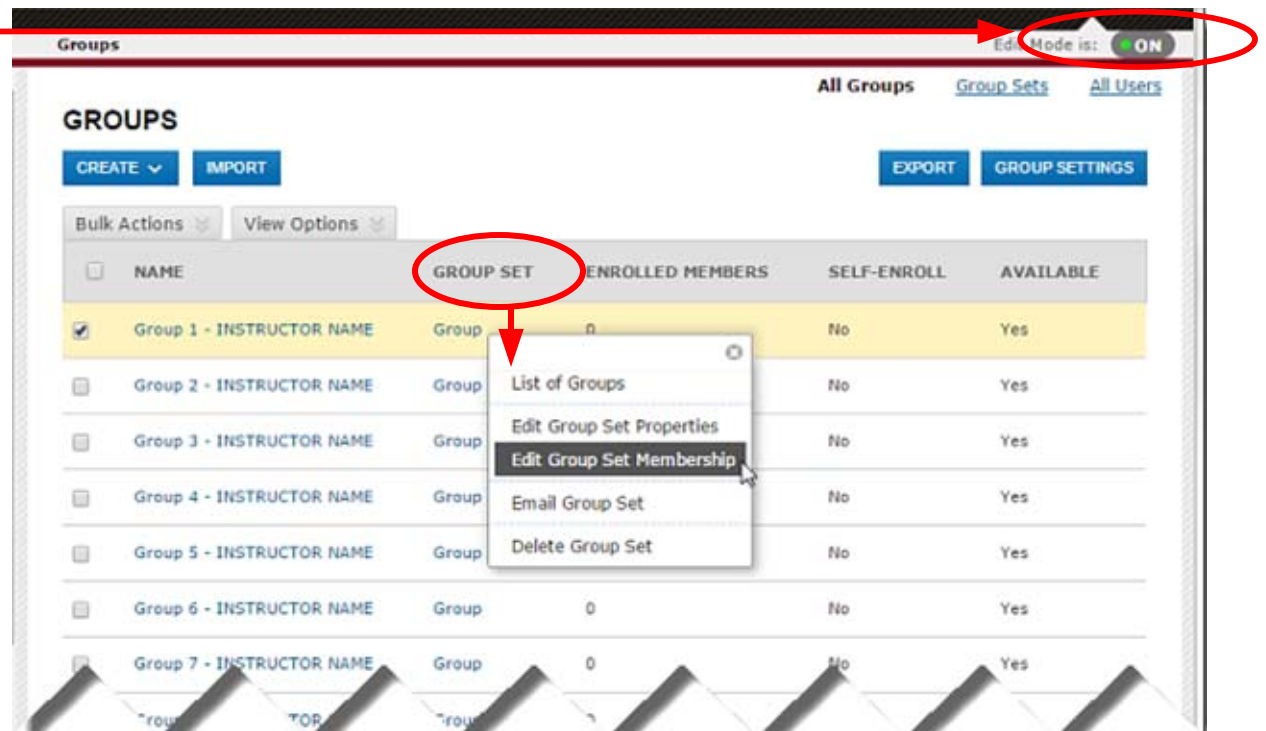
Change **Edit Mode** to **ON**.

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.

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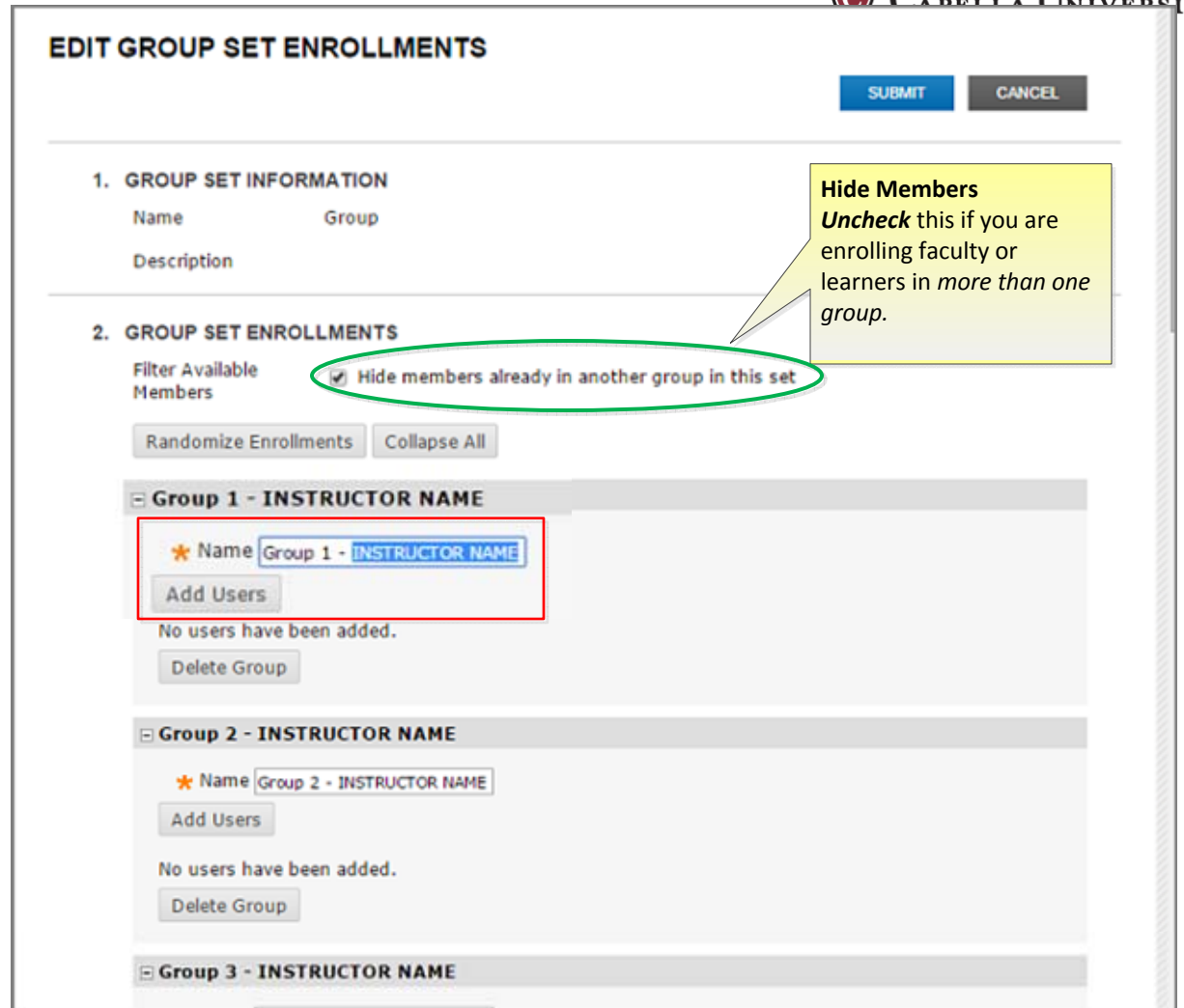
In Track 2 or Track 3 courserooms, add the faculty name followed by the **research method**.

□ Group 1 - Dr. Gray -Qualitative

⭐ Name [Group 1 - Dr. Gray -Qualitative]
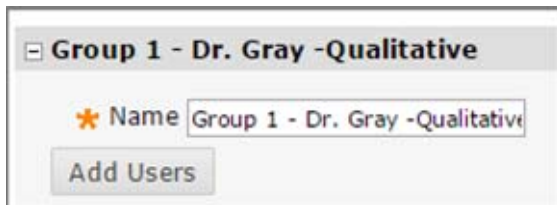
Add Users

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.

EDIT GROUP SET ENROLLMENTS

SUBMIT   CANCEL

1. **GROUP SET INFORMATION**
   Name   Group

   Description

Hide Members
Uncheck this if you are enrolling faculty or learners in *more than one group.*

2. **GROUP SET ENROLLMENTS**
   Filter Available Members   ☑ Hide members already in another 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 Users

   No users have been added.
   Delete Group

   □ Group 3 - INSTRUCTOR NAME

Edit Group Set page

CAPELLA UNIVERSITY

Manage Groups, Continued

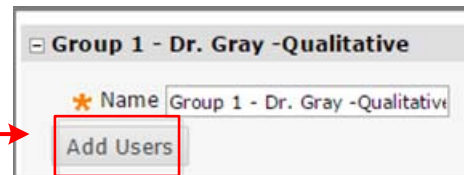**Step 3 Add Users**

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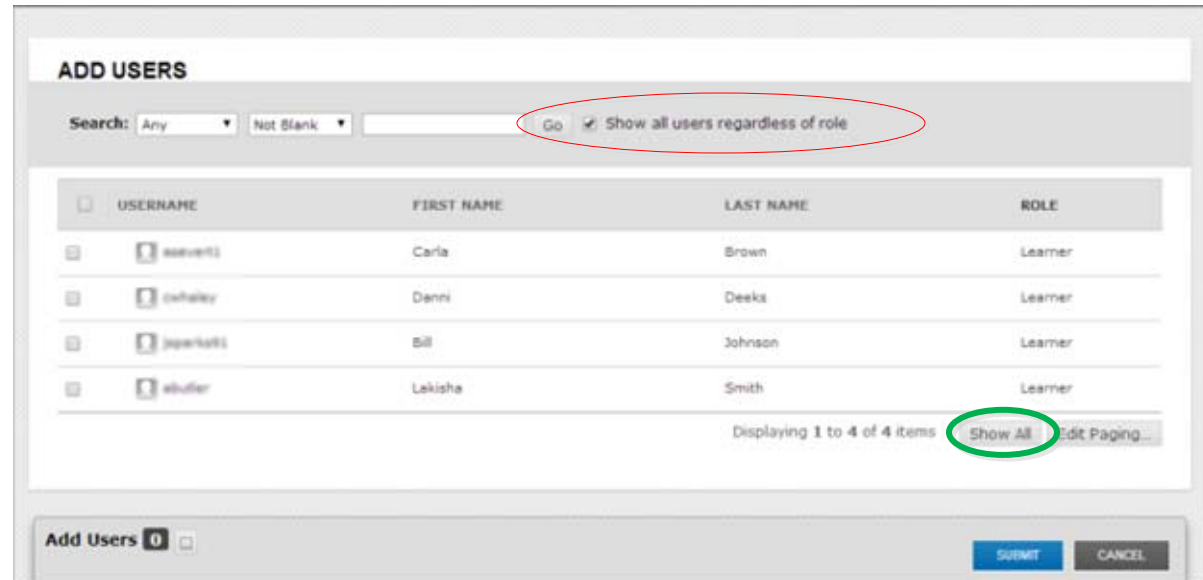
3. Click **Show All** at the bottom of the page to display all users on one page.

Add Users to a group

Show all roles.

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.
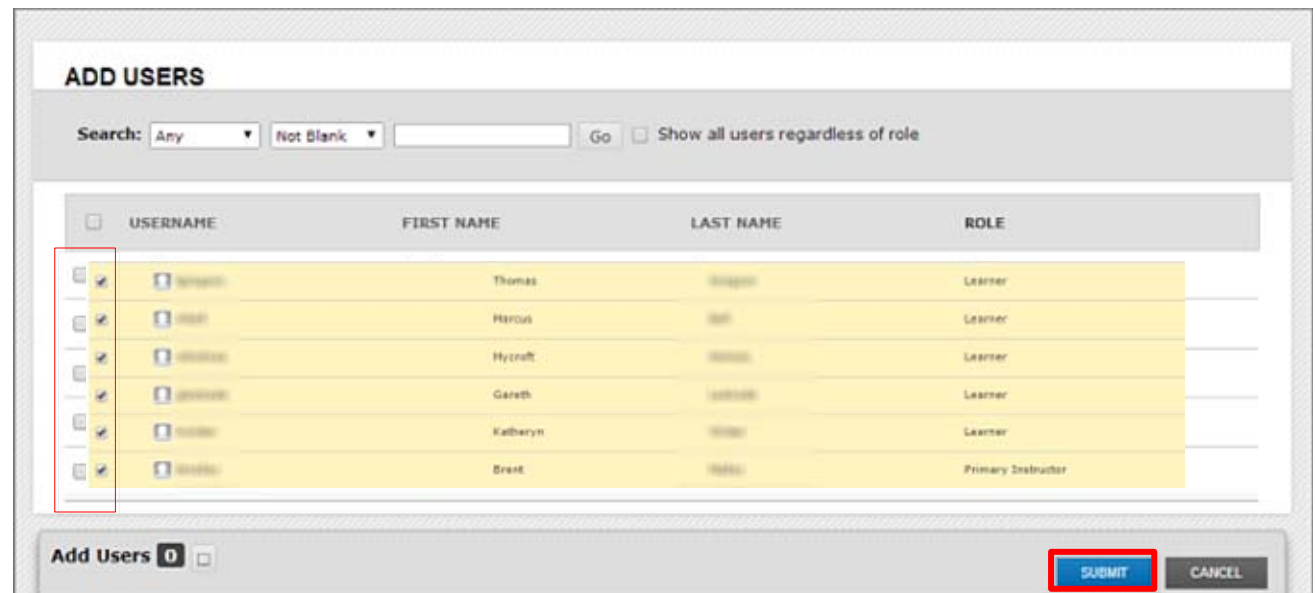
Select users to add to group.

CAPELLA UNIVERSITY

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.

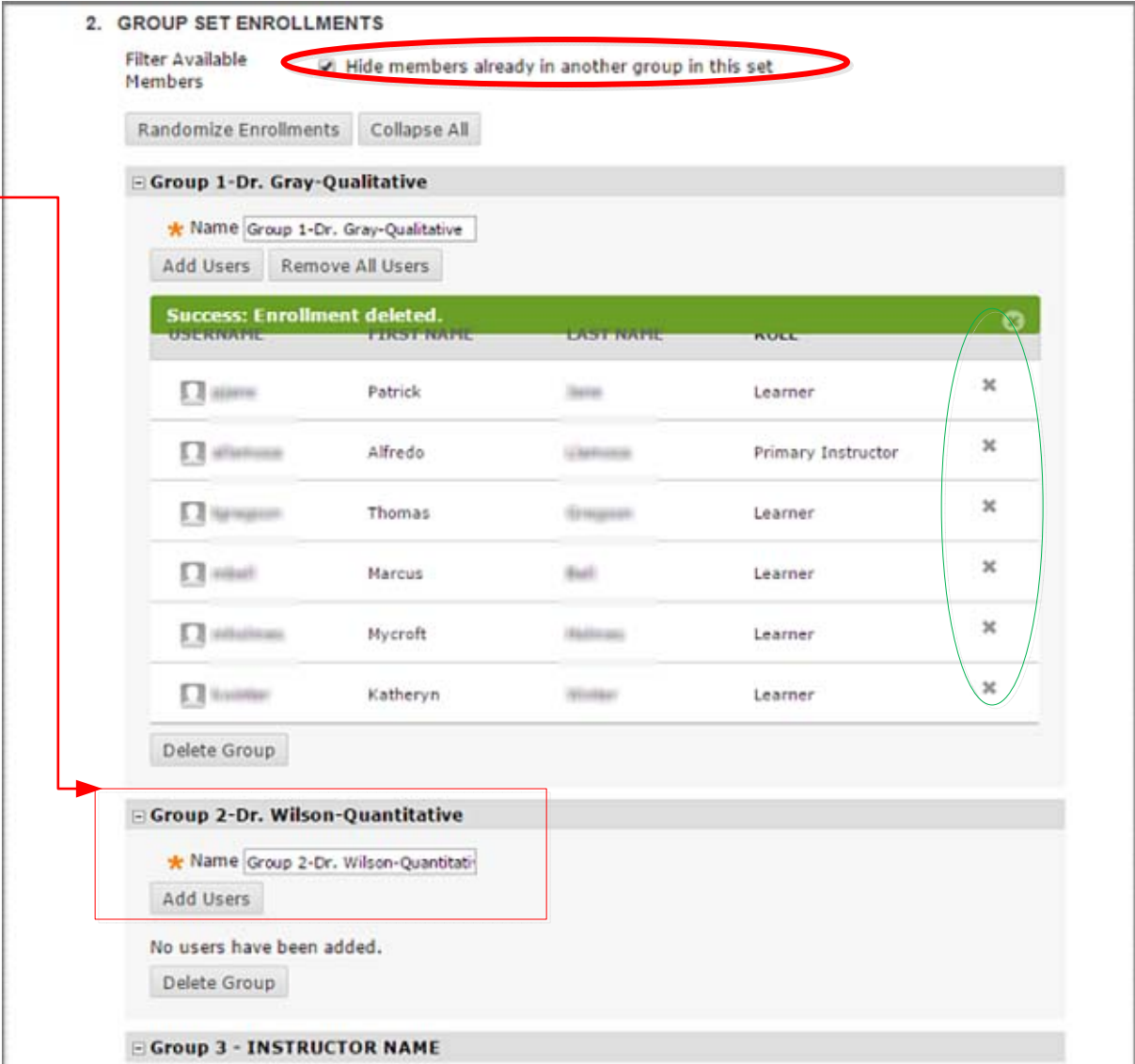Be sure you add the designated faculty member to their group.

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.

Edit group names and add users

CAPELLA UNIVERSITY

Manage Groups, Continued

Access group discussions

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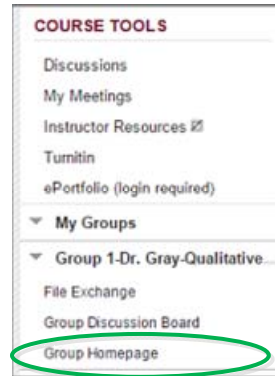
Discussion topics are **displayed** in the learning units, but
do not link to the Group Discussions.

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.**
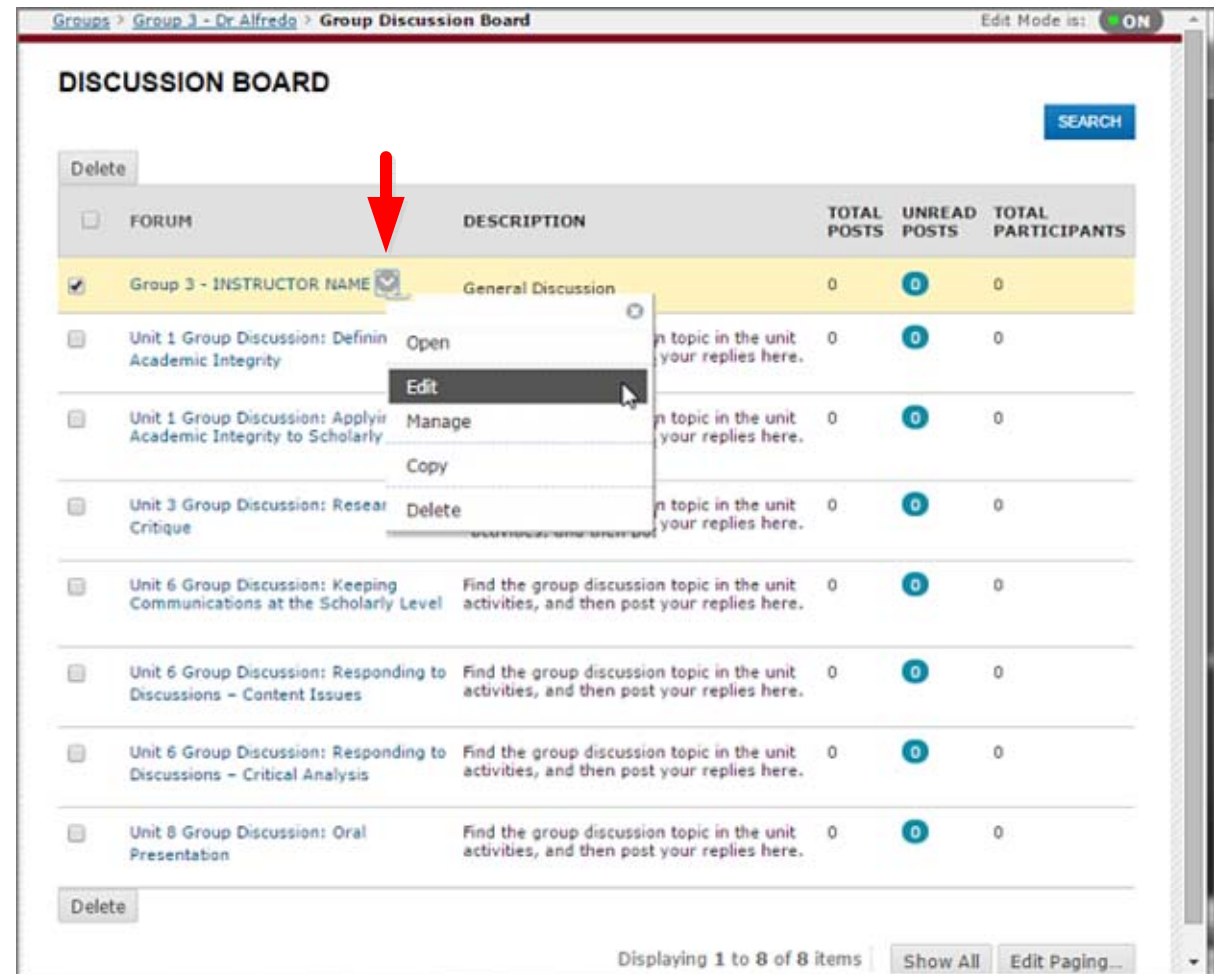
Edit the default group discussion forum

CAPELLA UNIVERSITY

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.

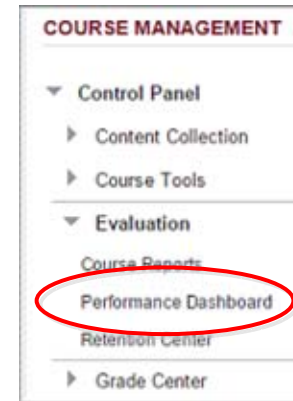   **1.** Expand the Instructor's *Evaluation* link and click **Performance Dashboard.**

    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.
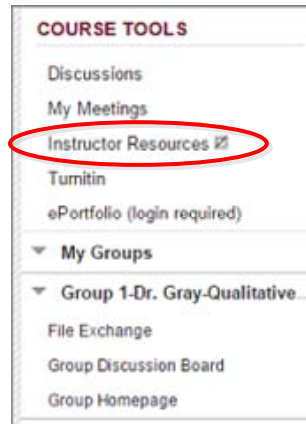
A. Access hidden *Instructor Resources*

B. Access the *Performance Dashboard*

Performance Dashboard showing discussion forums

CAPELLA UNIVERSITY

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

EMAIL USER

Learner's Name

FORUM ⬆	TOTAL POSTS	DATE OF LAST POST	AVERAGE POST LENGTH	MINIMUM POST LENGTH	MAXIMUM 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	-

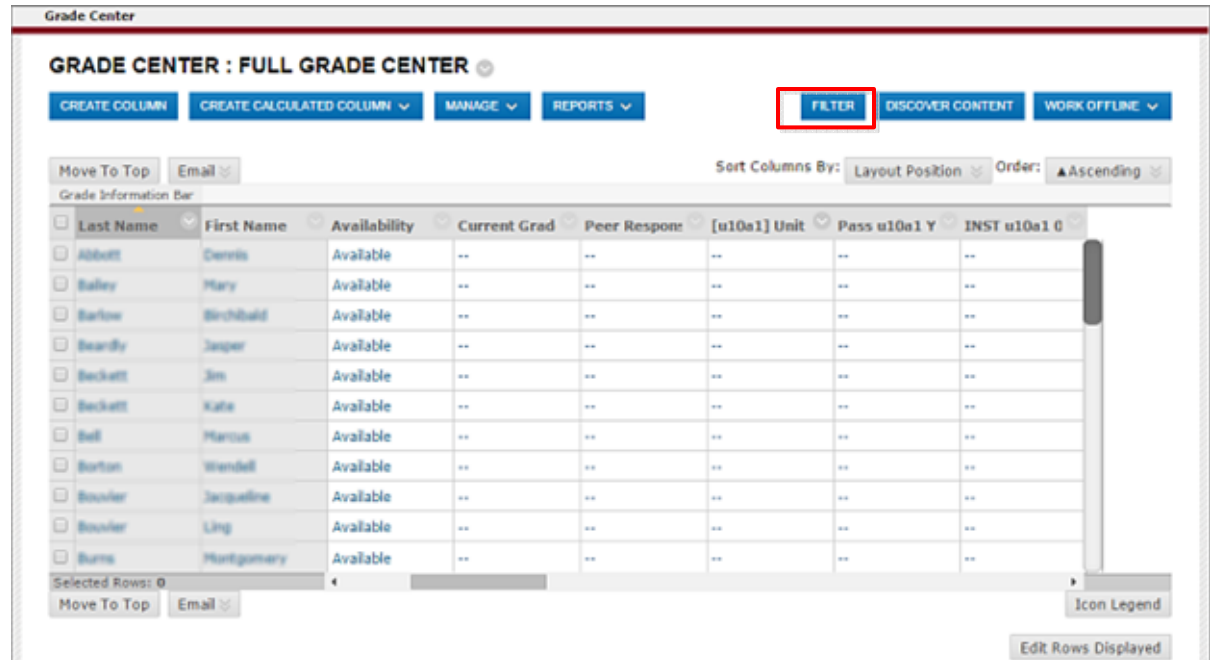Displaying 1 to 8 of 8 items   Show All   Edit Paging...

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

CAPELLA UNIVERSITY

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.***

Open the Filters panel in Grade Center

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.
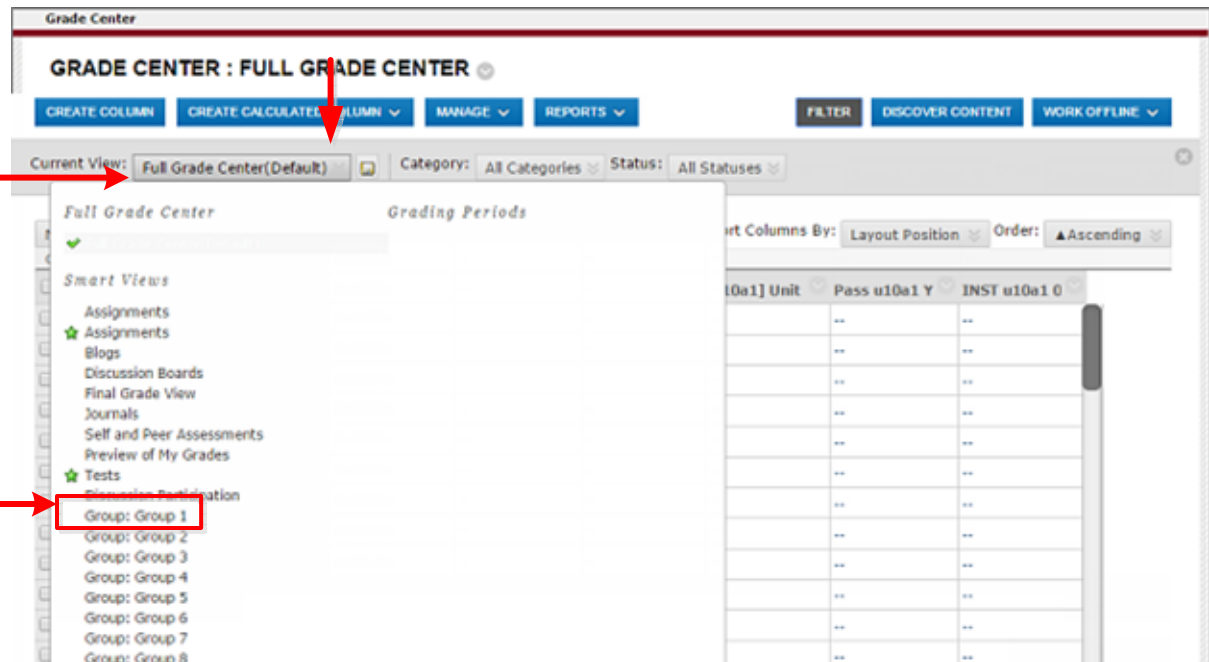
Optional Smart Views of the *Grade Center*

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.

Filtered Smart View showing only Group 1

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.

Send email from Groups

Send email from the Grade Center to a group