

Campus Pipeline

Tips for Using the Faculty Tools

Reminder: Only students enrolled in the Banner system **for that class** will see the course tools. If a student says they cannot see the Message Board, Calendar, or Chat, it is normally because they are not properly registered. Send them to the Registrar's Office to get it "fixed". Computer Services cannot enroll anyone. Once the student is properly registered, the Campus Pipeline connection is created automatically.

MESSAGE BOARD

ORGANIZATION AND WORKING NOTES

The Message Board is organized into a series of **Topics, Messages, and Replies.**

- **Topics** should be **like file folders** with messages and replies stored within.
- Anyone (including students) can create topics.
- If no structure of topics is provided, the Message Board can get very awkward to read by the end of a term. People will tend to create "topics" instead of creating messages.
- **Topics created last are listed first.**

SUGGESTIONS

1. Create a structure of topics to help students organize the messages. Suggested topics include

- **Student-to-Student Conversations**
- **Class Discussions**
- **Assignments and Messages from the Instructor**

Topics created last are listed first, so if you use the order above the topic for assignments is shown on top .

2. Create a mandatory assignment on the Message Board and tell students that they must go to the Message Board to see it.

A. This gives them a specific reason for checking out the tool. The main purposes of using a Message Board are:

- to create a learning community by connecting them with other students and the instructor
- to help students think about topics outside the classroom

- to help the students help themselves and each other so that **YOU** don't have to constantly answer the same questions over and over. Answer common questions once on the Message Board and they can find it themselves - at whatever time of the day or night they are studying.

B. Suggestions for the initial assignment

- **Introduce yourself.** Tell us your name. In addition, tell us your major and why you chose it, or where you went to high school, or a hobby, sport or activity that you are really interested in. (Gives you and the others a sense of who is in the class and breaks down the sense of isolation that commuter students often feel).
- **Think about this phrase and, in four or five sentences, say if you believe it to be true or false and why.** For example "The events of September 11, 2001 didn't change anything." (You can relate it to the introduction of your class or a current/ well-known event or a controversial statement. The point is to get them talking).

3. Remember that a Message Board gives voice to reflective thinkers who often don't make comments in class. Don't allow destructive criticism and encourage everyone to "speak up".

4. If you use small group projects, you can create a "topic" for each group to use to communicate.

A. ALL students can look into the topic to see what that group is doing, so don't use this Board for competitive group work.

If you need privacy amongst the groups, consider using the Anlon Web Course Management System. That will allow you to restrict access to specific people.

- B. **Using a Message Board can help you to evaluate claims like “Johnny isn’t doing anything.”.** Looking in that topic will help you see if “Johnny” isn’t doing anything, or if he shut up because they weren’t listening to him, or just what was happening within the group dynamics.

DELETIONS AND TIMING

- Messages on the Message Board exist until YOU delete them; students can’t delete even their own messages.
- Students can see the messages at any time of the day or night. Just as when using a bulletin board, students do not have to be present when the message is posted. The “geek-y” term for this is **asynchronous communication**. Contrast this with the Course Chat.

COURSE CHAT

Chat areas are designed for immediate communications between people working **at the same time**. **You will not see** messages sent before you entered the chat nor after you leave the chat. The “geek-y” term for this is **synchronous communication**.

TIPS FOR USING

1. Chat areas (usually called rooms) do not work well for large groups of people. The flow of reading and responding can make it difficult to follow threads of conversation. **If you have a large class, consider making chat times optional rather than mandatory.**
2. Some chat rooms automatically keep a log of all communication within the room. **Campus Pipeline does NOT keep a log.** If you want to record the “conversation”, you will need to copy and paste the information into another program, like Word.
3. **Remember that you will not see messages that were sent prior to your arrival in the chat room.** That means late-coming students will miss the beginning of whatever you are doing. Be prepared to give quick summaries that don’t bog down the flow of the current discussion.

HELPFUL WINDOWS COMMANDS

Highlight large amounts of information

- Click once at the point you want to begin copying.
- Use the scroll bars to move to the end of what you want to copy.
- **HOLD THE SHIFT** key down while you click at that end point.
Everything between the two click points should be highlighted.

Copy Command

The menu command is Edit, Copy.

If you prefer, or you can’t see a menu, you can use the keyboard shortcut **HOLD THE CTRL** key down while typing the letter c
(**CTRL-c**).

Moving from program to program

If the other program is already active, you can click on the name of the program in the task bar at the base of the screen.

If it is not active, you can choose a new program. Begin by clicking on the Start button (or use the “flying Windows” button located on the outward side of the ALT key) and choose the program from the menu choices.

Paste Command

The menu command is Edit, Paste. If you prefer, or you can’t see a menu, you can use the keyboard shortcut **HOLD THE CTRL** key down while typing the letter v
(**CTRL-v**).
(If you find it difficult to remember, think about an editor marking up a draft and putting in an insertion point.)

COURSE CALENDAR

1. **Remember that you can create a “group” of calendars** that make it possible for you to see more than one calendar at the same time. See <http://www.aug.edu/pipeline> for details on how to create a calendar group.

2. **Automatic class meeting time entries are created by the Banner system.** If you delete them, they will likely come back again each night. Instead, create new entries for any item you want to add to the calendar.

E-MAIL CLASS

This tool appears ONLY to the instructors; students do not see this option.

You can send e-mail to an entire class **or selected individuals.**

You can use it to encourage students to come to class, to ask you questions if they are falling behind, etc. E-mail can become a means for making a personal connection with a student.

HELPFUL WINDOWS COMMANDS:

To select a consecutive sequence of items in a listing
(like the names of the students)

- Click once on the first choice.
- Hold the **SHIFT** key down while you click on the last choice.
- All items between the first and last click should be highlighted.

To select multiple items from a list when the items are not consecutive

- Click once on the first choice.
- Hold the **CTRL** key down while you click on any other choices you want. Each individual choice should be highlighted as you go.
- **When you have chosen the last item, then release the CTRL key.**