General Tips
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Discussion Board
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How To Control the Size of the Display on Your Screen
When viewing any webpage on the Internet, you might want to increase the size of the display so it fills more of your screen (or, conversely, decrease the size of the display so it doesn’t hang off your screen). On a Mac/Apple, press the ‘Command’ key and the + key simultaneously to increase or ‘Command’ Key and minus key to decrease the size of your display. On Windows, press the ‘Control’ key simultaneously with the + key to increase or ‘Control’ key and minus key to decrease the size of your display.

How To Open a Link in a New Browser Window or Tab
If you’re using a mouse with buttons, then right click (i.e., depress the button on the right) or if you’re not using a mouse or if your mouse doesn’t have buttons, press ‘Control’ at the same time as you click on a link, and you’ll be given the options to “Open in a New Window” or “Open in a New Tab.”

How To Access the Course Website
All content for this course is on the Course Website the URL for which you were given when you completed the Pre-Course Survey. As suggested then, be sure to bookmark that URL. Although this course also uses Canvas for the Discussion Boards and Gradebook, do NOT try to access the Course Website through Learn@UW (or through Canvas). Rather, ALWAYS GO TO THE COURSE WEBSITE (not Learn@UW or Canvas).

How To Access the Course Discussion Boards on a Smartphone or Tablet
You may use a smartphone or tablet for working on this course. However, for this course, and honestly for any course, DO NOT use the Canvas App on your smartphone or tablet. The Canvas App does not provide all the features you need for the work you’ll do in this class. Instead, access Canvas (and this course’s Discussion Boards) ONLY through your smartphone or tablet browser. If the Canvas App asks you if you want to use it, tell it NO!
How To Make a New Discussion Board Post

In this course, you will be using the Discussion Board quite a bit. However, unlike other courses on Learn@UW, you will not have a menu tab on the Course Home Page for the entire Discussion Board.

The reason why you won’t have a menu tab on the Course Home Page for the entire Discussion Board is so you will only go to the Discussion Board within the context of doing an assignment (rather than parachuting into the Discussion Board without first doing all the other things you are supposed to do beforehand to be prepared for posting on the Discussion Board).

Therefore, each time you are assigned to post on the Discussion Board, you will see a link within the Assignment that will take you directly to the Discussion Board forum for that Assignment.

For example, the Assignment might say, “Go to the Unit 1: Assignment #3 Discussion Board.” After you click on that link, you will be taken to the Discussion Board forum for the Unit 1: Assignment #3. You might need to sign into the UW System because we’ll be using the application Canvas for our Discussion Board.

Once on the Discussion Board, you’ll see the name of the assignment (e.g., Unit 1: Assignment #3). You’ll also be reminded of the Assignment’s point value (3 points for each Assignment and 6 points if two Assignments are combined) and the Assignment’s due date. Note that if two Assignments are combined, the due date will reflect only the second of the two assignments. It is your responsibility to attend to and adhere to the due date for the first of any two Assignments that are combined.

To make a new Discussion Board post, click in the first block where you see the word “Reply,” and begin typing. In essence, you are replying to the initial Discussion Board prompt, which is why you should look for and then click in the very first block where you see the word “Reply.”

As soon as you click in the first block where you see the word “Reply,” you’ll be given a text box, with two rows of menus that look like this. We’ll talk more about how to use those menus, but to begin to make a new Discussion Board post, simply begin to type into the text box.

You can also compose your post elsewhere (e.g., in Word) and then copy and paste it into the text box. However, if you compose your post elsewhere and copy/paste it into the text box, you might see that there are extra lines between your paragraphs. You must delete any and all extra lines before you post your reply.

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Speaking of paragraph breaks, you should generously use paragraph breaks to help organize your Discussion Board posts (just not extra lines after your paragraphs, but paragraph breaks are necessary). The reason why paragraph breaks are necessary is that no one likes to read a long block of words on a screen.

Therefore, you MUST break all of your Discussion Board posts in this course into at least two, three, or four paragraphs. A good rule of thumb is no more than three or four sentences per paragraph.

When you’re finished making your Discussion Board post (either by typing or by copying/pasting what you have typed elsewhere), you must click “Post Reply.”

Then, you MUST check to make sure that your Discussion Board post appears on the Discussion Board.

How To Make a Reply to a Discussion Board Post
To make a reply to a Discussion Board post, you must first find the post to which you want to reply. At the end of the post to which you want to reply, you’ll see the word “Reply.” Click on that word “Reply” (rather than the first block on the Discussion Board where you see the word “Reply”).

By clicking on the “Reply” that is at the end of the post to which you want to reply, you will be replying to that specific post (rather than making a new Discussion Board post).

Compose your reply (either by typing into the text box or by copying/pasting what you’ve typed elsewhere, being sure to use paragraph breaks but removing extra lines). Then click “Post Reply.”

Regardless of whether you are making a new Discussion Board post or making a reply to a Discussion Board post, you MUST make sure that your post actually appears on the Discussion Board. If you do not see your post on the Discussion Board after you have clicked “Post Reply,” then your post was not successful. You will need to try again. It is YOUR responsibility to ensure that ALL of your posts appear on the Discussion Board.
How To Edit or Delete Your Discussion Board Post

If you need to edit something you have written in a Discussion Board post or you want to delete completely a Discussion Board post you have made, return to the post. Look in the upper right-hard corner for a settings wheel. Click on either the settings wheel or the downward arrow to the right of the settings wheel and select Edit or Delete.

After you have finished editing your post, you must click “Done” to save your edits. Or, if you decide not to edit your post, you can click “Cancel.”

Be aware that most assignments will be graded shortly after they are submitted, even if before the deadline. Therefore, it’s best to read over your post immediately after you first post it and make any of your edits and corrections then.

Lastly, be aware that deleted posts will still continue to show as a one-line post on the Discussion Board, without any content, like the example below.
How To Embed a YouTube into a Discussion Board Post

In addition to typing text into a Discussion Board post, you can also embed several things – images, videos, URLs – into your Discussion Board posts. In our course, you might want to share various YouTube videos with other students. Moreover, learning to correctly embed a variety of media into your Discussion Board posts will carry over to your knowing how to embed media into other Internet-based platforms (such as blogs, websites, and the like).

The right way to embed a YouTube into a Discussion Board post is NOT to simply copy and paste the YouTube's URL into a Discussion Board post. If you simply copy and paste the URL of the YouTube into the Discussion Board, then everyone who wants to watch that YouTube has to click on that URL, open a new browser window, and watch the YouTube outside the Discussion Board. That’s a pain.

Instead, you want other members of the class to be able to watch the YouTubes you post, right there, in your Discussion Board post. So, you will make it easy for everyone else to watch YouTubes (and Vimeos, for that matter) by embedding them the correct way, which is the following.

At the place in your post where you want to insert a YouTube (or Vimeo), click the “More External Tools” icon.

The “More External Tools” icon is a blue V, located in the middle of the second row of icons. After clicking, the “More External Tools” icons, choose YouTube Embed or Vimeo.

A search window will pop up. Type into the search bar. If you already know the URL of the YouTube (or Vimeo) that you want to embed, you can copy/paste that URL directly into the search bar.

After typing either a search term or a URL into the search bar, be sure to press Return.

Then, a list of YouTubes (or Vimeos) that match the search criteria will be shown. After you’ve chosen the specific YouTube (or Vimeo) that you want to embed, pull down on the blue Embed tool.

Select “Embed Small” and voila, you will be returned to your Discussion Board post and you will see that a YouTube (or Vimeo) placeholder has been embedded into your Discussion Board post.

The placeholder will look like a grey box with a video icon in the middle. However, after you finish your post and click on “Post Reply,” the grey box will be changed to the YouTube (or Vimeo) video.

IMPORTANT: You MUST select “Embed Small” for all YouTubes and Vimeos you embed in the Discussion Board. If you do not select “Embed Small,” your YouTube (or Vimeo) will take up too much space on our Discussion Board.
How To Embed a URL into a Discussion Board Post

During the course, you will be required to embed links (URLs) to articles or other pieces of information on the Internet. Just as it’s lazy to link to a YouTube in a Discussion Board post by simply copying and pasting the YouTube’s URL into the Discussion Board post (rather than going through the steps that will allow the YouTube to be embedded into your post), it’s also lazy to link to a URL by simply copying and pasting the URL into a Discussion Board post (rather than going through the steps that will allow the URL to be embedded into your post).

Take a look at any of your favorite websites or blogs, and you’ll see that that they embed their URLs into their text. Embedded URLs look like this; they do not look like this https://en.wikipedia.org/wiki/Uniform_Resource_Locator, or even this, Link. In this course, we will be using embedded URLs.

To embed a URL into a Discussion Board Post, first, type the text in your Discussion Board post that you want to be linked. For example, if you want to share the website, Wikipedia, type the word, Wikipedia.

Second, highlight with your cursor, the word (or words) that you want to be linked (e.g., Wikipedia). It’s a good idea to have at least one character to the right of the text that will not be part of the link, and therefore there will be at least one character to the right of the text that you will not highlight. A period at the end of a sentence can serve this purpose, or you can type your entire sentence (or your entire Discussion Board post) and then come back to highlight the text that you want to link.

Third, while the text that you want to link is still highlighted, click on the Link icon, which is the second icon on the second row of Discussion Board tools. The Link icon looks like two links of a chain.

![Link Icon]

After you click on the Link icon, a pop-up window will appear, asking you to paste or type a URL into the box. You’ll see that the box has already been seeded with http://. Usually, you can paste over the information that is seeded in the box. After you paste or type a URL into the box, click “Insert Link,” and you’ll be taken back to the Discussion Board.

You’ll see that the text that you previously highlighted, momentarily turns into a yellow rectangle, and then returns to text, but the text is now blue, because it is now a clickable link.

If instead of following all these steps for Embedding a URL, you simply copy/paste a URL into the Discussion Board, it will look like this: https://en.wikipedia.org/wiki/Uniform_Resource_Locator. That’s not what you want.

If instead of highlighting text, you simply click on the Link icon and copy/paste the URL into the Insert Link box, it will look like this: Link. That’s not what you want.

You want your embedded URLs to look like this: One of my favorite websites is Wikipedia.
How To Embed an Image into a Discussion Board Post

Place your cursor in the spot in your Discussion Board post where you want the image to appear. Then, from the “Insert Content into the Page” menu, which is on the far right, click on Images. **If you do not see the “Insert Content into the Page” menu on the far right, then you might need to Control the Size of the Display on Your Screen and make the display on your screen smaller.**

Images that you or someone else in your section has already uploaded. You can “Upload a new Image” by clicking the plus sign, or by clicking “Upload a new image.” Then, you’ll be given an upload menu. On the upload menu, click “Browse” to find an image on your computer. Then, click “Upload” to upload the image to the Discussion Board. **You must click both “Browse” and “Upload.”** The image might take a while to upload (you’ll see a progress bar), and the image might take a moment to appear in your Discussion Board post. But eventually you should see it.

The last thing you need to do is size the image. We don’t want huge images taking up space on our Discussion Board, and we can’t see tiny images. **You need to size every image you embed into a Discussion Board post** so that it’s big enough to see but so that it’s **no bigger than 500 pixels** (and smaller than 500 pixels is best).

Click on the image in your post, and you’ll see image resize handles in each corner side. Grab with your cursor any resize handle and drag the image to be smaller or larger. When you’re finished, click somewhere else and the resize handles will disappear.

**NOTE:** For some photos taken on some smartphones, the Canvas Discussion Board automatically rotates photos taken in profile orientation (up and down) to landscape orientation (sideways). If this happens to you, two workarounds are possible:

(1) Retake your photo in landscape orientation (sideways); in fact, the majority of photos look better in landscape than profile orientation, or

(2) Take a screenshot of your photo (in profile orientation) and post onto the Discussion Board your screenshot, rather than your original photo.
How To Upload a Photo to Your Discussion Board Profile

It’s great to be able to identify a face with a name, particularly during discussion. Because we will be using Canvas for our Discussion Board, you’ll need to upload a photo of yourself to your Canvas Discussion Board Profile, even if you’ve already uploaded a photo of yourself to Learn@UW.

Click on any Discussion Board assignment, for instance, click on the link in “Go to the Unit 1: Assignment #2 and #4 Discussion Board.” Then, click on the Account icon in the left-hand menu.

Then click on Settings.

You’ll be prompted to “Select [a] Profile Picture” by either uploading a picture from your laptop or by taking a picture with the your laptop’s camera. After you’ve either uploaded a picture or taken a new picture, you’ll be given an opportunity to crop the picture. **IMPORTANT: You MUST crop your photo to show as much of your face as possible and ONLY your face (not anyone else’s face, including your pet and not any background).** When you’re finished cropping, be sure to click “Save.”

To return to the Discussion Board, you’ll need to return to the Unit Assignments on the Course Site, and click again on a link for a Discussion Board assignment (e.g., click again on the link in the “Go to the Unit 1: Assignment #2 and #4 Discussion Board”).

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How To Turn ON or OFF Discussion Board Notifications

The Canvas Discussion Board allows you to set and receive email notifications whenever an assignment is graded, your instructor or TA has commented on your Assignment, and other course-related activities. It’s your prerogative to set as many or as few notifications as you would like. However, we strongly recommend that you set the notification for SUBMISSION COMMENTS (which are comments from your professor or TA) to “DAILY SUMMARY” or even “NOTIFY ME RIGHT AWAY.”

To set your notifications, first, click on any Discussion Board assignment (e.g., “Go to the Unit 1: Assignment #2 and #4 Discussion Board”).

Next, click on the Account icon in the left-hand menu. Then, click on Notifications.

Finally, for each notification, decide how frequently you want to be notified by clicking one of the four icons: the checkmark (for “Notify Me Right Away”), the clock icon (for “Daily Summary”), the calendar, icon (for “Weekly Summary”) or the x-mark (for nothing). All notifications will come via email to your wisc.edu email account. You can adjust the frequency of your notifications at any time during the semester.

How To Find Out Which Section You Are In

The class is divided into multiple sections, each named an research methods-related phenomena (e.g., The Analyzers, The Hypothesizers, The Investigators). Each student is assigned to only one section. To find out which section you have been assigned to, click on a link for a Discussion Board assignment (e.g., click on the link in the “Go to the Unit 1: Assignment #2 and #4 Discussion Board”).

Once on the Discussion Board, you will see the name of your section at the top of the screen, in the Discussion Bar title bar. You will also see the name of your section after each Discussion Board topic.

Clicking the three horizontal lines (the hamburger menu) at the beginning of the title bar will hide a menu that we will never use. Therefore, we recommend that you get in the habit of clicking that menu closed, so that you will have more usable space on the screen. You might also want to play around with whether you want to read each Discussion Board in collapsed or expanded mode.
How To Check Your Grades in this Course
Get in the habit of frequently checking your grades in this course and reading any comments your professor or TA has submitted on your assignments. To check your grades, go to the Course Home page. In the left-hand set of menu tabs, you will see a tab labeled My Grades. Clicking the My Grades tab will take you to your personal GradeBook.

On your personal GradeBook, you’ll see five columns: The assignment’s Name, its Due date, the grade you received (Score), the number of points available for that assignment (Out Of), and Comments from your instructor or TA.

<table>
<thead>
<tr>
<th>Name</th>
<th>Due</th>
<th>Score</th>
<th>Out of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1: Assignment #1</td>
<td>Jan 20, 2015 by 11:59pm</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Unit 1: Assignment #2 and #4</td>
<td>Jan 19 by 11:59pm</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Unit 1: Assignment #3</td>
<td>Jan 22 by 11:59pm</td>
<td>-</td>
<td>2</td>
</tr>
<tr>
<td>Unit 1: Assignment #5</td>
<td>Jan 24 by 11:59pm</td>
<td>-</td>
<td>2</td>
</tr>
</tbody>
</table>

In the Score column, if there’s a number, that means your assignment has been graded. If there’s a conversation icon, that means you’ve submitted the assignment (by making a post on the Discussion Board), but the Assignment has not yet been graded. If there’s a dash, that means you haven’t turned in the Assignment yet.

In the Comment column, if there’s a conversation icon, that means your professor or a TA has written a comment to you about that Assignment. You can read that comment by clicking on the conversation icon or by clicking on the Assignment’s name. You can respond to comments or write new comments to your instructor or TA by clicking on the Assignment’s name and typing into comment box.

You should frequently check to make sure that your grade on each Assignment is what you expected it to be and to ensure that you’re on track to earn the final grade in the course that is your goal.
How to Set Up a Small Group Text Chat

First, click on the Discussion Board link in the Unit page for that assignment (e.g., “Go to Unit 3: Assignment #6 Discussion Board”). After you are on the Canvas Discussion Board, look over to the left-hand menu. Click on the Collaborations tab.

If you have used the Collaboration tool (in Canvas) before, you will see a list of your “Current Collaborations.” Click on “Start a new collaboration.”

If you have NOT used the Collaboration tool (in Canvas) before, you will be asked to “Start a New Collaboration.” Make sure Google Docs is the menu item specified for “Collaborate using:”.

Also, if you have NOT used the Canvas Collaboration tool before, Canvas will ask you to “Allow” Canvas to access your Google Drive. Click “Allow.”

**IMPORTANT:** If you are already logged into Google with any account other than your wisc.edu Google account, you MUST switch to your wisc.edu account (which will log you out of your non-wisc.edu Google accounts).

If you have never set up a Google account with your UW account, don’t worry. UW-Madison has already created a UW Google account for you.

Next, title the “Document name:” with the name of your Small Group Text Chat Group.

Then, from the “Collaborate With:” menu, find the names of the members of your Small Group Text Chat Group and add them to the column on the right by either clicking on either their name the plus-sign.

Once you’ve selected all your Chat Group members, click Start Collaborating.

What you’ve done is to create a Google Doc with the name of your Chat Group. Therefore, your Chat Group members will be sent an email inviting them to collaborate on that Google Doc, as will you. However, neither you nor your Chat Group members need to accept the invitation via the automatically sent email, although it’s fine if you or they do.

In reality, you will not conduct your Small Group Chat inside the Google doc. Instead, you will use the Chat feature of the Google doc to conduct your Small Group Text Chat, as explained in the next topic.
How to Participate in a Small Group Text Chat
When it's the agreed upon time for your Small Chat Group to meet, click on the Discussion Board link in the Unit page for that assignment (e.g., “Go to Unit 3: Assignment #6 Discussion Board”). Look over to the left-hand menu. Click on the Collaborations tab.

From the list of “Current Collaborations,” click on the Collaboration that’s the name of your Chat Group. If you have NOT used the Canvas Collaboration tool before, Canvas will ask you to “Allow” Canvas to access your Google Drive. Click “Allow.” Don’t worry if you can’t remember ever having set up a Google account with your UW account; UW-Madison has created a UW Google account for you.

IMPORTANT: If you’re already logged into Google with any account other than your wisc.edu account, you MUST switch to your wisc.edu Google account (i.e., log out of Google with your other non-UW accounts).

Once you’ve clicked on the name of your Chat Group in the list of “Current Collaborations,” you’ll be taken to a Google Doc. Look in the upper-righthand corner, and you will see the initials (or Google profile picture) of the other members of your Chat Group who are also currently online and available to Chat.

To begin chatting with other Chat Group members, click on the black Chat icon, and a Chat Window will open for you in the lower left-hand corner. However, if you are the only member of your Chat Group online (in the Canvas/Google/Text Chat/Collaboration), the black Chat icon will not appear. Make the Chat Window larger by first clicking on the diagonal arrow in the upper-right-hand corner of the Chat Window, and then by resizing the Chat Window through dragging one of the corners. It’s easiest to Chat if your Chat Window fills most of your screen.

Then Chat, type into the text box at the bottom of the Chat Window.

NOTE: If your Small Text Chat Group agrees on a date and a time for your Chat, and one Chat group member wants the Chat group to reschedule to another date or time, the other members of the Chat Group are NOT obligated to reschedule.

Also, if one member of the Small Text Chat Group has not joined the Chat within 15 minutes after the agreed upon Chat time, the other members of the Chat Group who have joined the Chat can and should proceed without the missing member.

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How to Save and Attach a Small Group Text Chat Transcript

When you’re finished chatting with with your Text Chat Group, one member of your Chat Group will need to save and attach (to the Discussion Board) your group’s Chat Transcript.

To save the Chat Transcript, first, copy all the contents of the Chat Window that is specific to the Group Chat that you just held and paste that content into a word processing file document (e.g., Microsoft Word, OpenOffice Writer, TextEdit, etc). Unfortunately, you can’t paste into a Google doc, including the Google doc where you were chatting, because Google doc doesn’t allow saving a file in the format we need.

Second, save the word processing file as either a .htm or .html file. ONLY .htm or .html files will be graded. In Word, to save a file as a .html or .html, select “Save As,” then select “Webpage.”

When you are saving the word processing file (as either a .htm or .html file), name the file with the the Assignment number (e.g., “Unit 3: Assignment #6”) AND with the name of your Small Chat Group (e.g., “The Replicators - Group X”). Therefore, your file name will look something like this:

Unit 3: Assignment #6 - The Replicators - Group X

or if your operating system doesn’t allow blanks in file names, fill the blanks with underscores:

Unit_3_Assignment_#6_The_Replicators_Group_X

IMPORTANT: All members of the Chat Group MUST keep the Chat Window open until the member is responsible for saving the Chat Transcript has (a) successfully saved the Chat as a .htm or .html file AND (b) ensured the saved file contains the entire Chat Transcript.

To attach (and post) the Chat Transcript to the Discussion Board,

(1) Click on the Discussion Board link in the Unit page for the assignment (e.g., “Go to Unit 3: Assignment #6 Discussion Board”).

(2) Underneath the box where you typically type (or paste into) the Discussion Board you will see the “Attach” tool; it is accompanied by a paperclip icon.

Click on the “Attach” tool. Browse to the .htm or .html file on your computer and select your .html or .html file. Upload your file. Then click on Post Reply.

(3) DO NOT attach your .html or .html Chat transcript file by using the “Files” menu option on the left-hand side of the Discussion Board. Instead, use only the “Attach” tool that is found underneath the Discussion Board text box.

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