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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: [https://online225.psych.wisc.edu](https://online225.psych.wisc.edu) Be sure to bookmark that URL. Although this course also uses Canvas for the Discussion Boards, Assignments, and Gradebook, do NOT try to access the Course Website through Learn@UW (or through Canvas). Rather, ALWAYS GO TO THE COURSE WEBSITE ([https://online225.psych.wisc.edu](https://online225.psych.wisc.edu)).

### 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. 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’ll be using the Discussion Board quite a bit. However, unlike other courses on Learn@UW, you won’t have a menu tab on the Canvas Home Page for the entire Discussion Board.

The reason why you won’t have a menu tab on the Canvas Home Page for the entire Discussion Board is so you’ll 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’ll 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’ll be taken to the Discussion Board for the Unit 1: Assignment #3. You might need to sign in with your NetID 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’s 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’re replying to the Discussion Board prompt, which is why you should 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 extra blank lines between your paragraphs. You must delete all the extra blank lines (beyond just one blank line) before you post your reply.

Speaking of paragraph breaks, you should generously use paragraph breaks to help organize your Discussion Board posts (just not extra blank 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 your Discussion Board posts into multiple 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, 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.

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 remove extra blank lines). Then click “Post Reply.”

How To Edit A Discussion Board Post

In this course, you cannot directly edit or delete a previous Discussion Board post. Therefore, it’s best to check and double-check your assignment BEFORE you post it and make any corrections to your assignment BEFORE you post it on the Discussion Board. Get in the habit of checking the URLs you embed, before you submit your assignment, by right-clicking and selecting “Open in New Tab.”

Also make sure your assignment is complete and all parts have been submitted together. If you submit only one part of an assignment, the part you submit initially is the part that will be considered your assignment, even if you submitted that initial part before the deadline.

Regardless of whether you’re making a new Discussion Board post or making a reply, you MUST make sure your post actually appears on the correct Discussion Board.

If you do not see your post on the correct Discussion Board after you’ve clicked “Post Reply,” then your post was not successful. You’ll need to try again.

It is YOUR responsibility to ensure that ALL of your posts appear on the correct Discussion Board.
How To Embed a YouTube or Vimeo 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 click the YouTube icon (or for Vimeo, click the “More External Tools” icon, which is a blue V, located in the middle of the second row of icons, and choose 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 they embed their URLs into their text. Embedded URLs look like this; they do not look like https://en.wikipedia.org/wiki/Uniform_Resource_Locator, or like 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.

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.

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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 “Links File Images” menu, which is on the far right, click on Images. **If you do not see the “Links File Images” 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.**

you or someone else in your section has already uploaded. To upload a new image, click + Upload a new image, and 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 its progress), 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 each is no taller than 500 pixels high and no wider than 500 pixels wide.

To size an image, click on the image, and you’ll see resize handles in each corner. When you grab with your cursor any resize handle, you’ll see numbers telling you the image’s current height and width in pixels. Drag the resize handle until your image is no taller than 500 and no wider than 500. 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 from up and down (profile) to sideways (landscape) and vice-versa. If this happens to you, here are two workarounds:

(1) Retake your photo in the other orientation.

or

(2) Import your photo to your computer, and use your computer (rather than your smartphone) to take a screenshot of your photo in the other orientation. Post the screenshot onto the Discussion Board, 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 your face, and only your face, to your Canvas Discussion Board Profile.

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 Profile.

You’ll be prompted to “Upload a Picture” by uploading a picture from your laptop or “Take a Picture” 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 scenery (even if it’s lovely scenery). When you’re finished cropping, be sure to click “Save.”

To return to the Discussion Board, you’ll need to return to the Course Website, 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 scored, your instructor or TA has commented on your assignment, and other course-related activities. It’s your prerogative to set as many or few notifications as you’d like. However, we strongly recommend you set the notification for SUBMISSION COMMENTS (which are comments from your professor or TA) to at least “DAILY SUMMARY.”

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

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

Then, 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 the Points You’ve Earned in this Course

Get in the habit of frequently checking your points earned. All opportunities to earn points occur during the course (rather than after the course is over, e.g., there’s no bumping or extra credit, although there are freebie points during the last unit) To check your points earned, go to the Course Website (https://online225.psych.wisc.edu).

In the left-hand set of menu tabs, click on the tab labeled My Gradebook.

On your Gradebook, if there’s a number in the Score column, that means that assignment has been scored, and the number represents the points you’ve earned. Remember you can earn a total of 252 points in this course, not simply the number of points listed in any individual “Out of” column!

In the Score column, If there’s a conversation icon, that means you’ve submitted that assignment, but it hasn’t been scored yet. If there’s a dash, that means you haven’t turned in that assignment yet.

In the column farthest to the right, if there’s a box with a checkmark in it, that means your assignment has been scored. If there’s a conversation icon, that means your instructor or a TA has written a comment to you about that assignment. It is in your best interest to always read these comments. You can read any comment by clicking on its conversation icon OR by clicking on its Assignment’s name. You can respond to a comment or write a new comment to your instructor or TA by clicking on the Assignment’s name and typing into the box that’s labeled “Add a Comment.”

How To Correct an Assignment and Notify the Instructor/TAs to Re-Score It

As the Course Syllabus states, if you complete an assignment before its due date, but your assignment didn’t initially fulfill all the requirements, you can correct your initial assignment so that it does fulfill all the requirements. But you must correct your initial assignment before one week after the assignment’s due date AND you must notify the instructor and TAs that you’ve corrected your assignment.

To correct your assignment: For most assignments, simply return to your post on the Discussion Board. Then, make a reply post to your original Discussion Board post (see above instructions for how to make a reply post). In your reply post (to yourself), post your ENTIRE corrected assignment -- not just the content you’ve changed, but EVERYTHING REQUIRED IN THE ASSIGNMENT including any attachments. Canvas automatically adds a dash and a number (e.g., -1) to re-submitted files. That’s ok!

To notify the instructor and TAs that you’ve corrected your assignment: After you’ve posted your corrected assignment, return to My Gradebook. Click on the Assignment’s name and type into the box that’s labeled “Add a Comment.” In your comment, describe in detail the changes you’ve made. Be sure to explain precisely what you corrected. Then, submit your comment. After you submit your comment, your Instructor and TAs will be notified. But if you don’t write (and submit) a comment to tell your Instructor or TA that you’ve corrected your assignment, we won’t know to re-score it.

Please don’t make Gradebook comments by replying to email notifications sent by Canvas. Instead, always return to My Gradebook, click on the Assignment’s name, and type into the comment box.

Lastly, it’s your job to pinpoint how your assignment didn’t initially fulfill all the assignment’s requirements. The best way to do that is to re-read the assignment and then look to see which aspects were not included in your initial assignment or which aspects were included but not correctly.
How to Set Up a Small Group Text Chat

First, click on a Discussion Board link for any assignment (e.g., “Go to Unit 2: 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 UW-Madison Google Account Google Drive. Click “Allow.”

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

However, if you are already logged into Google with any account other than your UW-Madison wisc.edu Google account, you MUST switch to your wisc.edu account (which will log you out of your non-wisc.edu Google accounts).

AND if you have previously allowed Canvas to access your personal gmail/Google account, you will have to unregister your personal gmail/Google account on Canvas. Here’s how to do that.

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 clicking either on their name or on 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.

You will not conduct your Small Group Chat inside the Google doc itself. 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 UW-Madison Google Drive. Click “Allow.”

Don’t worry if you can’t remember ever having set up a Google account with your UW-Madison account; UW-Madison has created a UW-Madison Google account for you.

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

AND if you’ve previously allowed Canvas to access your personal gmail/Google account, you will have to unregister your personal gmail/Google account on Canvas.

Here’s how to do that.

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-right-hand corner of the Google Doc, and you will see the initial (or Google profile picture) of the other members of your Chat Group who are also currently online (in the Canvas/Google/Text Chat/Collaboration), and available to Chat.

To begin chatting with other Chat Group members, click on the Gray Circle (to “Show Chat”), and a Chat Window will open for you on the right-hand side of the document.

However, if you are the only member of your Chat Group online at that time (in the Canvas/Google/Text Chat/Collaboration), the Gray “Show Chat” Circle will not appear.

IMPORTANT: If your Chat Group agrees on a date and 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 Chat Group has not joined the Chat by 15 minutes after the time the Chat Group all agreed to meet, the other members of the Chat Group can and should PROCEED WITHOUT the missing member.

All Chat Group Assignments are required to last ONE full hour. If your Chat Group finishes before one hour, then you should practice the assignment more; discuss issues that might not yet be clear to you; or further discuss implications and extensions of the material you’re learning. You must Chat for one full hour.
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 .htm or .html, select “Save As,” then select “Web Page.” If you are using Online Word, you might need to first click “On my mac.” There are also online apps that will convert just about any text file to an .html or .html file. Google “Convert to HTML” to find them.

When you are saving the word processing file (as either a .htm or .html file), name the file with 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 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.

[Image of the Discussion Board interface with highlights on the “Attach” tool and the “Files” menu]

DO NOT USE THIS MENU ITEM FOR ATTACHING CHAT TRANSCRIPTS.

DO USE THIS TOOL FOR ATTACHING CHAT TRANSCRIPTS.

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