R4.2. BioS MOOC Staff and Discussion moderators Handbook

WP4: Development of the BioS Virtual Learning Environment (VLE)

Responsible Partner: P4- Skybridge

Project information

Project acronym: BioS

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Authoring Partner(s):   Skybridge

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Executive Summary

This document describes how Staff members can manage various aspects of the BioS course on the instructor dashboard in the BioS VLE, including learner enrollment, grade reports and adjustments, and bulk email messaging. It also provides a short guidance for Discussion moderators.

For more information, see the Building and Running an edX Course guide.

Dissemination Level		
PU	Public	
PP	Restricted to other programme participants (including Commission services and project reviewers)	X
CO	Confidential, only for members of the consortium (including EACEA and Commission services and project reviewers)	

Contents

List of figures

Staff-Instructors

Instructor dashboard

After you create a course in Studio, you can access information about it on the instructor dashboard. The instructor dashboard is part of the LMS.
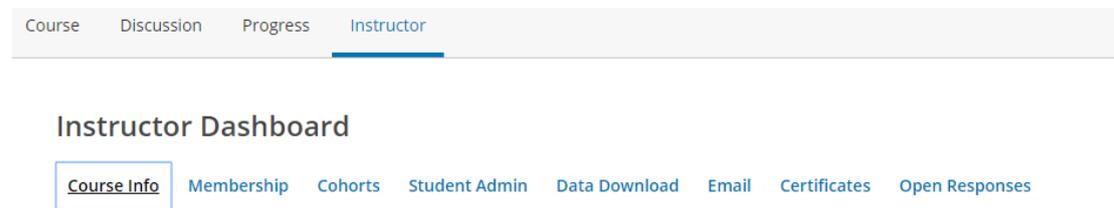

Figure 1 instructor dashboard

Course info tab

On the Course Info page, you can find the following information.

- Identifying information about the course.
- Whether the course has started or ended.
- The number of sections in the course.
- The defined grade cutoff for passing or failing.

Membership tab - User Enrolment functionalities

You can enrol learners automatically, and other course team members, in your course by supplying their email addresses. After the enrolment end date for a course, learners can no longer enrol themselves. Through the instructor tab you can enrol users in the MOOC

Figure 2 Batch enrollment

In the `Enter the reason` why the students are to be manually enrolled or unenrolled field, enter a specific, detailed reason why you want to enrol these learners.

Data download tab - Report user enrolment

In the `Data Download` tab you can :

- Click to generate a CSV file of all students enrolled in this course, along with profile information such as email address and username (**Download profile information as a CSV**)
- Click to generate a CSV file that lists learners who can enroll in the course but have not yet done so (**Download a CSV of learners who can enrol**).

Bulk email messages tab

All course team members who have the Staff role can use bulk email messages to communicate with course participants before, during, and after the course run.

You can review a list of all email messages that have been sent for the course by selecting **Show Email Task History** at the bottom of the page.

Figure 3 Show Email Task history

Data download tab - Learner data and progress

Download profile information as csv

- Click to generate a CSV file of all students enrolled in this course, along with profile information such as email address and username (**Download profile information as a CSV**)
- Click to generate a CSV file that lists learners who can enroll in the course but have not yet done so (**Download a CSV of learners who can enrol**).

Download responses for a specific problem

- On the Instructor tab, select Data Download.
- In the Reports section, locate and select **Select a section or problem**.
- Use the arrow icons in the dropdown list to select the section, subsection, unit, or problem that you want. You can also select the entire course.

- If you select a course, section, subsection, or unit, the Student State report includes all of the problems in that part of the course.
- Select **Download a CSV of problem responses**.

<u>Download Grade report</u>

Click to generate a CSV grade report for all currently enrolled students.

Generate Grade report

The name of the report (example: *BioS_01GR_2019_grade_report_2020-03-09-1418.csv*) provides information regarding the problem scores per individual learner.

Student admin tab

<u>View a specific learner's enrollment status</u>

By entering the email/username you can check if the specific user is enrolled (active) in the course or not (never enrolled).

<u>Check individual's learner progress</u>

Figure 4 Check individual learner progress

For score overrides and reset attempts for specific user please contact the technical team.

Studio related functionalities

Course updates (accessed via CMS)

Studio is the course authoring tool. All instructors have access there through this link:

https://studio.mooc.bios-project.eu/home/

In the studio you can use course updates to notify students of important dates or exams, highlight particular discussions in the forums, announce schedule changes, and respond to student questions. You add or edit updates in HTML.
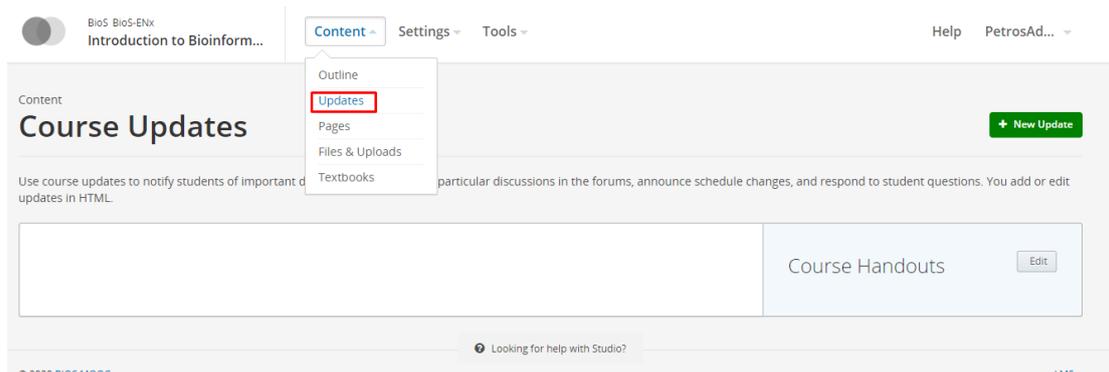
To add a course handout, you upload a file in Studio, then add an entry to an HTML-formatted list of handouts, specifying the URL to your uploaded file and providing a handout title.

You can open the Studio **Files & Uploads** page in another browser window to make this process easier.

To add a course handout, follow these steps.

1. In Studio, select **Updates** from the **Content** menu.

   On the **Updates** page, you see a **Course Updates** panel and a **Course Handouts** panel.
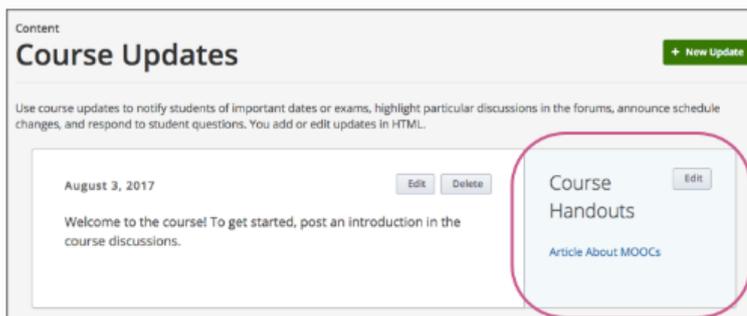
2. In the **Course Handouts** panel, select **Edit**.

Figure 5 Insert course update/handout

Course schedule details

In the course schedule details you can see dates that control when your course can be viewed

Figure 6 Course schedule details

Discussion moderators

Running Course discussions

A discussion topic is inserted after each module (video, reading material and exercise) so that learners can discuss the material with other who have also recently gone through this material. This "local" discussion topic, embedded in the learning sequence, also appear in the **BioS course discussion forum**.
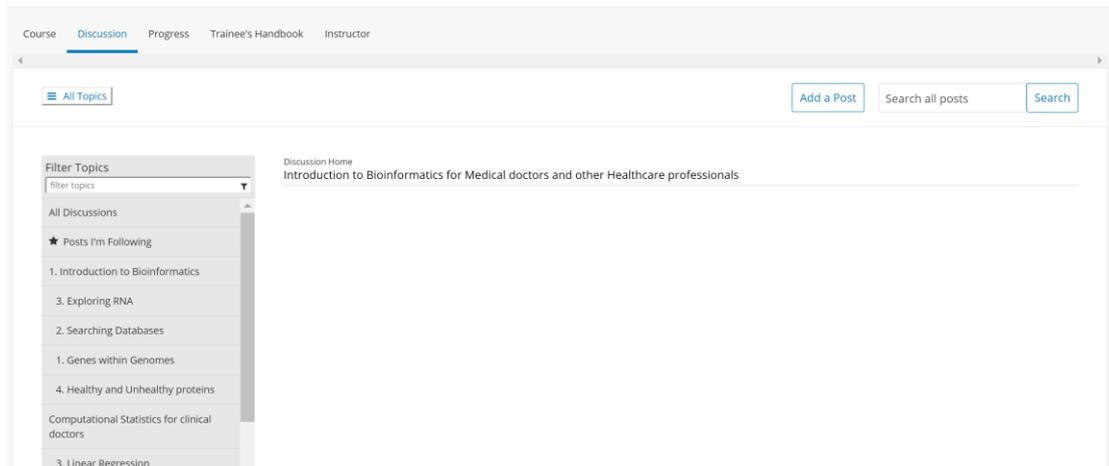

Figure 7. Local discussion forum

Figure 8. BioS course discussion forum

Discussions are moderated by the BioS Staff members and the Discussion moderators: https://docs.google.com/spreadsheets/d/15xZN1uxVB9rHqEGVinwDJT4gBTcNKZjfNIAP5Yds ot8/edit#gid=634347005.

Moderators (Staff members and Discussion moderators) are the key to effectively managing the BioS online community. Moderators keep the discussions productive and relay important information (errors, student confusion with or interest in particular topics, and so on) to the rest of the course team. Staff members and Discussion moderators are responsible for the active upkeep, for example keeping an eye on discussions in order to alert professors of particularly interesting conversations.

When using course discussions, Staff members and Discussion moderators will be able to:

- create new discussion posts, reply to existing posts, comment on existing responses, and upvote posts and responses;
- edit, delete or close posts;
- pin posts so they appear at the top of the discussion;
- add more discussion moderators to the course team;
- filter and sort posts by various criteria, including posts with the most votes or with the greatest level of activity;
- search on discussion forums by keyword;
- receive an email message each day that summarizes discussion activity for the posts they are following.

Best practices for discussion moderation

- Always maintain a positive attitude. Keeping a positive attitude is crucial to encouraging participation in the discussion community.
- Encourage discussion between students. Actively thank students who answer the questions of others.

For a detailed description of discussions in the MOOC please refer to this link:

https://edx.readthedocs.io/projects/edx-partner-course-staff/en/latest/manage_discussions/running_discussions.html

References

➢ https://edx.readthedocs.io/projects/edx-partner-course-staff/en/latest/index.html#document-index
➢ https://edx.readthedocs.io/projects/edx-partner-course-staff/en/latest/manage_discussions/running_discussions.html