CENTER FOR
**TEACHING, LEARNING,
AND TECHNOLOGY**
Illinois State University

ReggieNet: Communicate with Your Students

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Announcements

Creating an Announcement

1. If you do not see the Announcements menu tabs, click **ANNOUNCEMENTS** in the breadcrumb bar.
2. Click the **Add** tab. ReggieNet then displays the Post Announcement screen.
3. In the **Announcement title** box, enter the subject of your announcement.
4. In the **Body** box, use the editor to create and format the body of your announcement.
5. In the **Access** section, select the groups of people who will see your announcements:
6. In the **Availability** section, indicate if and when you want to make this announcement available for viewing.
7. To add an attachment, click the **Post Attachments** button and then follow the directions given. ReggieNet will then display the file name in the Attachments section.
8. Select an option from the **Email Notification** pull-down box to indicate whether site participants should receive an email when this announcement is posted.
9. Click **Post Announcement** or choose an appropriate choice.

Note: After viewing the announcement in preview mode, click **Post Announcement** to save the announcement. If you want to make changes, click **Edit** or **Clear** to return to the Post Announcement screen.

Editing an Announcement

1. If you do not see the Announcements list, click **ANNOUNCEMENTS** in the breadcrumb bar.
2. Click **Edit** for the announcement you want to change. (You may also click on the announcement and then click on Edit in the menu bar.)
3. Make the desired changes to your announcement.
4. To save your revisions, click **Save Changes**. Or, to cancel your revisions, click **Cancel**.

Deleting an Announcement

1. If you do not see the Announcements list on the Announcements home page, click **ANNOUNCEMENTS** in the breadcrumb bar**.**
2. Check the box(es) next to the announcement(s) you want to delete. Keep in mind that the Remove boxes appear only for users who have permission to remove announcements. (You may also click on an announcement in the list and click on the Remove link in the menu bar.)

3. Click **Update** to remove the items or click **Clear** to cancel the removal. A message appears, asking you to confirm the removal.
4. Click **Remove** to remove the announcement or click **Clear** to cancel the removal.

Messages

Messages is a course site specific mail tool. It is a self-contained system and messages will stay in ReggieNet unless you or your students set up forwarding options.

Sending a Message

See the interface in the image below for additional options available for sending messages.

1. Click on the **Messages** tool.
2. Click on the **Compose Message** tab.
3. Select Recipients. Three options are available.
   1. **All Participants** – Send the message to every participant in the class.
   2. **Select Specific Roles** – Send the message to participants in a certain role. Ex. Students, Instructors, Graduate Assistants, etc.
   3. **Select Individual Recipients Manually** – Send the message to only those course participants that you choose.
4. Enter Subject & Message. Add attachment if it's appropriate.
5. Click **Send** or choose another appropriate choice.

Messages can also be organized into folders. Click **New Folder** to create a folder. When reading a message, click **Move to folder** to choose where to move it.

Messages Settings

Course Mail offers a few settings that you can change. The image below gives brief explanations of these options.

Allow any user to choose to send messages to an external e-mail address

Select whether or not you want to have messages sent to an external e-mail address

Enter the external e-mail address you want to use

Personal Settings

Auto Forward Messages:

◉ Yes ○ No

Email address for forwarding: cebrist@ilstu.edu

Site Settings

Sending copies to recipients' email address(es):

○ Do not allow sending copies
◉ Give sender the option to send copies
○ Always send copies

Groups hidden in To field Add Group: --Select Group--   ▼

Save Settings   Cancel

NOTE: If you disable sending copies to recipients' e-mail addresses, that option is turned off for all users, including the course instructor. Thus, if you want to be able to send messages to students' external e-mail accounts; be sure to leave this option enabled.

Email Tool

The Email Tool allows you to send e-mails directly to students' e-mail accounts from within ReggieNet.

You are currently choosing options for Email. Settings chosen on this page will become the default settings for this site.

Copies:	☑ Send me a copy
Show recipients:	☐ Append list of recipients to message
Reply-to:	◉ Sender ○ Do not allow reply
Display invalid emails:	○ Yes ◉ No
Display empty recipient groups:	○ Yes ◉ No

Sending e-mail

1. Click on **Email Tool**.
2. Click **Compose** in the Email Tool menu.
3. Select roles or groups. You can also send it to other recipients where you can type any e-mails.
4. Write a message and attach files. You can also select **Send me a copy** or **Add to Email Archive.**

5. Click **Send Mail** or **Cancel.**

Settings in Email Tool

Email Tool offers a few options for customizing how Email Tool works. A screenshot of the settings and explanations of each setting are shown below.

Copies: You can choose where copies are sent to by the Email Tool. You can have them sent directly to your account, you can have e-mails stored in the public Email Archive (a separate ReggieNet tool which must be added to the course to see this option), or you can select to have e-mails sent both places every time you send.

Reply-to: Choose whether or not to allow replies to e-mails. If you choose "Do not allow reply", recipients must create a new e-mail to respond to a message.

Display Invalid emails: If yes is selected, ReggieNet will display e-mail addresses even if they are invalid and can't have mail sent to them.

Display empty recipient groups: If yes is selected, ReggieNet will display all recipient groups in a particular category (for example, Roles), even if no participant in the class is in that role. So, for example, if your class has no one assigned to the Graduate Teaching Assistant role, that category would still appear, even though you couldn't send an e-mail to that recipient group.
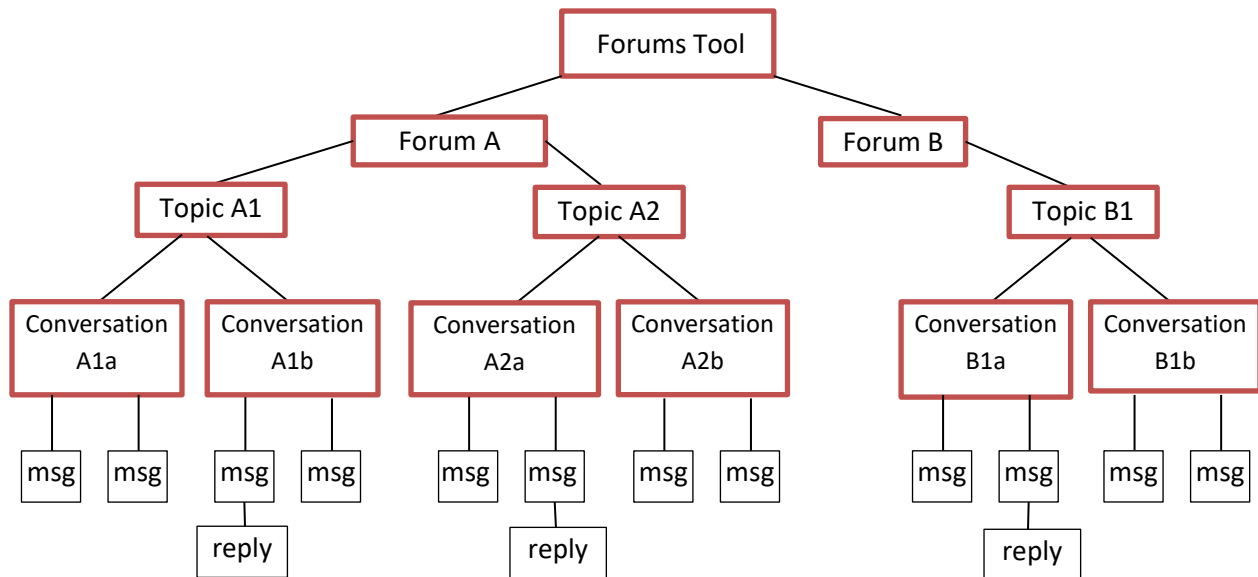
Forums

Before you start

FORUM: A Forum is a collection of topics that the instructor has created. In each Forum, you can have a number of topics. Access to the entire Forum can be controlled through the forum settings.

TOPIC: A topic is a collection of one or more conversations (threads) that users have created because they have questions, want to make comments, need to reply, etc. Inside a Topic, you click on an individual Conversation to see what people have posted. Access to the topic can be controlled through the topic settings.

CONVERSATION: Conversations are threads made up of posts between individual users.

POST: Posts are comments uploaded by users. A group of linked Posts is called a Conversation.

```
                        Forums Tool
                   /                \
             Forum A                  Forum B
            /        \                    \
      Topic A1      Topic A2            Topic B1
       /    \        /    \              /      \
Conversation Conversation Conversation Conversation Conversation Conversation
   A1a         A1b         A2a         A2b         B1a         B1b
  /  \        /  \        /  \        /  \        /  \        /  \
msg  msg   msg  msg    msg  msg   msg  msg    msg  msg   msg  msg
             |                |                     |
           reply            reply                 reply
```

Creating a Forum

1. If the Forums home page is not displayed, click FORUMS in the breadcrumb bar.
2. Click the **New Forum** tab near the top of the screen. The Forum Settings screen will be displayed. All settings you select for the forum will be inherited by any topics created within that forum.
3. Enter **Forum Title**, **Short Description** (Optional), **Description (**Optional). To add an attachment for participants to read, click **Add Attachment** and follow the prompts.
4. **Forum Posting –** set posting options
   - **Lock Forum (Disable forum postings)** – students can still read, but they cannot post
   - **Moderate Topics in Forum** – selecting this requires a moderator to approve all posts before they are visible to students.
   - **Require users to post before reading** – students cannot read other posts until they have posted themselves. When users initially access the topic, they will see the following message:

   ⓘ You must post to this topic before you can view any messages

5. **Availability** Select when the forum will be displayed to site participants
   - If you want the forum to be displayed immediately and not be hidden at a later date, click **Show immediately**.
   - If you want to set a date for when the forum is displayed and/or hidden, click **Specify Dates**. Then, enter the appropriate dates in the **Open Date** and **Close Date** fields that are displayed. Note students will not be able to read posts after the Close Date.
6. **Automatically Mark All Messages in Conversations Read** – makes marking individual messages as read unnecessary.

7. **Grading -** Associate this forum with a specific pre-existing item in the Gradebook by selecting from the Gradebook Item pulldown list. In order to do this, you'd have to first create a gradebook item so the item will show up in the pulldown menu. *Note: You may not want to associate a forum with a gradebook item, but instead, you may want to do so when you're setting up a topic.*
8. **Permissions** – set permissions for each role or group. Use drop-down to select one of the default permission levels, or click Customize and select/deselect permission items.
9. Click **Save** or another appropriate option.

Warning: Site participants cannot view or access a forum until it has at least one topic in it. Even so, you do not necessarily have to add the first topic when you create the forum. You may add a topic when you create the forum or at any future time.

Changing a Forum

1. Find the appropriate forum and click the **Forum Settings** link for it.
2. Change entries as desired and exit from the screen as appropriate.

Deleting a Forum

Warning: When you delete a forum, you also delete all topics and messages in it.

1. Find the appropriate forum and click the **More** link for it.
2. Click the **Delete Forum** link from the menu.
3. To proceed to delete the forum and its contents, click the **Delete Forum** button; to abandon this action, click **Cancel**.

Setting up and Managing Topics

Adding a Topic

1. Find the forum to which you want to add the topic and click the **New Topic** link.
2. Enter **Topic Title**, **Short Description** (Optional), **Description** (Optional). To add an attachment for participants to read, click **Add Attachment** and follow the prompts.
3. **Topic Posting**
   - **Lock Topic (Disable topic postings)** – students can still read, but they cannot post
   - **Moderate Topic** – selecting this requires a moderator to approve all posts before they are visible to students.
   - **Require users to post before reading** – students cannot read other posts until they have posted themselves
   - **Posts are anonymous** – users will not see author information. If this option is selected, another option will be shown which allows permissions to be adjusted for who can see author information.
4. **Availability** Select when the topic will be displayed to site participants

- If you want the topic to be displayed immediately and not be hidden at a later date, click **Show immediately**.
- If you want to set a date for when the topic is displayed and/or hidden, click **Specify Dates**. Then, enter the appropriate dates in the **Open Date** and **Close Date** fields that are displayed. Note students will not be able to read posts after the Close Date.

5. **Mark All Messages in Conversations Read** – makes marking individual messages as read unnecessary.
6. **Grading -** Associate this topic with a specific pre-existing item in the Gradebook by selecting from the Gradebook Item pulldown list. In order to do this, you'd have to first create a gradebook item so the item will show up in the pulldown menu.
7. **Permissions** – set permissions for each role or group. Use drop-down to select one of the default permission levels, or click Customize and select/deselect permission items.
8. Click **Save** or another appropriate option.

Changing a Discussion Topic

1. If the Forums home page is not displayed, click FORUMS in the breadcrumb bar.
2. Find the appropriate topic and click the **Topic Settings** link for it.
3. Change entries as desired and exit from the screen as appropriate.
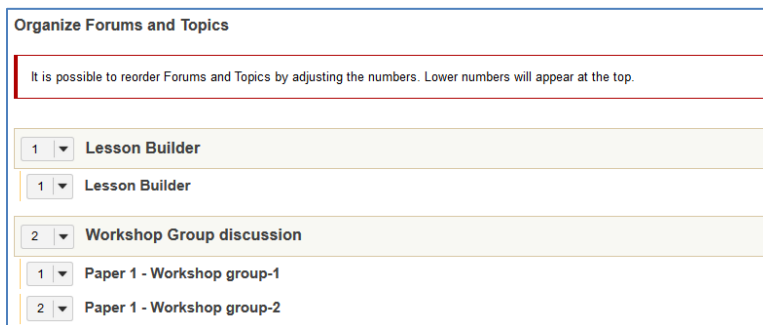
Deleting a Discussion Topic

Warning: *When you delete a topic, you also delete all messages in it.*

1. If the Forums home page is not displayed, click FORUMS in the breadcrumb bar.
2. Find the appropriate topic and click the **More** link for it.
3. To delete this topic, click the **Delete Topic** link in the pop-up menu.
4. To proceed to delete the topic and its contents, click the **Delete** button near the bottom of the screen again. Or, to return to the Forums home page without deleting it, click **Cancel**.

Changing the Order of Forums and Topics

By default, the most recently created forums and topics are listed first on the home page. To change the order of forums or topics on that page, access the Forums tool and follow these steps:

1. If the Forums home page is not displayed, click FORUMS in the breadcrumb bar.
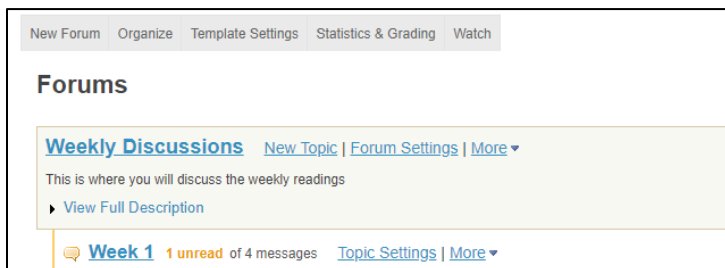2. Click the **Organize** tab.

3. The title of each forum and topic is preceded by a pulldown list that shows the order in which the forum or topic is displayed.
4. Use the pulldown lists to change the order.
5. To save your work, click **Save**.

Participating in a Discussion

Reading Messages

1. Display the desired Forum by clicking its name in the forums list on the home page; then click the name of the desired Topic in the resulting display. You may sort the list by subject, author, or date.

2. Next to the subject, the display indicates the number of messages in the thread. Threads that contain replies show the replies indented. Messages that are new and any that have not yet been approved by the moderator are flagged as "New" and "Pending," respectively. An envelope icon also displays next to the name of the person who has posted a new message.

Posting a Reply

1. Click the link for it.
2. The **Reply Title** box contains a default title for your reply. This title is in the format Re: [subject of thread or message to which you are replying].

3. If desired, change **Reply Title** entry. This box is required.
4. If desired, insert the text of the message to which you are replying by clicking the **Insert Original Text** button. ReggieNet copies the text of that message and the name of its creator and creation date and time into the **Message** box.
5. In the **Message** box, enter your reply. Use the icons and boxes to format the text as appropriate.
6. If desired, display the number of words in the message by clicking the **Count words** link.
7. To add one or more attachments to this message, click the **Add attachments** button.
8. To post the message, click the **Post Message** button near the bottom of the screen.

Changing a Message

As the instructor, by default, you have an option to edit any messages.
1. Beneath the poster's name, click the **Edit** link for the message you want to change.
2. Edit as desired.
3. Click on **Post Edited Message**,

Deleting a Message

As the instructor, by default, you have an option to delete any messages.
1. Beneath the poster's name, click the **Delete** link for the message you want to remove.
2. ReggieNet asks you to confirm that you want to delete the message, click the **Delete** button.

Watching Forums

1. If the Forums home page is not displayed, click FORUMS in the breadcrumb bar..
2. Click the **Watch** tab near the top.
3. The system displays this screen:

4. Choose one of the following options:

- To receive an email each time a new message is posted, click **Send me an email whenever a new message is posted**.
- To receive an email only when a new message has been posted to a thread you have contributed to, click **Send me an email when a converation that I have contributed to receives a new message**.
- To stop receiving notifications via email, click **No notification**.
- To save your changes, click the **Save** button.

Grading Student Work in the Forums Tools

The Forums tool allows you to choose whether or not to grade each forum or topic you create. When you want to grade a forum or topic, it is a good idea to choose a default gradebook item from the dropdown menu in the settings. You will need to create the item in the Gradebook tool before being able to select an option here (Refer to the Gradebook Help Documents for how to create Gradebook Items).

Once you have posted the forum or topic, you can grade each student's post individually, giving both a grade (in number of points) and comments.
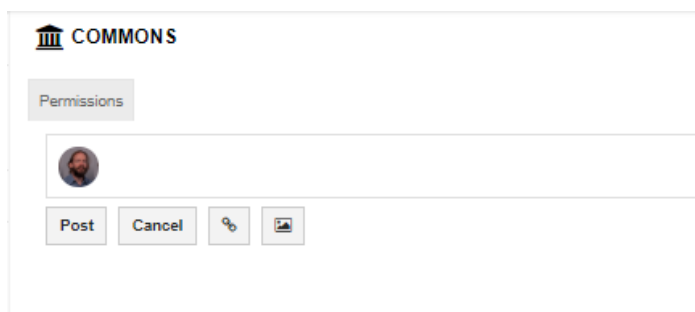
Statistics

Once you have all of your forums set up, you can track how much your students are reading and posting. Note that the Read/Unread statistic is only accurate if students actually mark posts as read.

Forums / Statistics & Grading			Statistics & Grading by User | Statistics & Grading by Topic	
Name ▲	**Authored**	**Read**	**Unread**	**Percent Read**
Bristow, Charles	3	5	1	83%
Travers, Steve	0	0	6	0%
zzStudent1, zzDemo1	0	0	6	0%

Commons

The **Commons** tool is a simplified discussion space, with a social media feel. Users can post a comment, image, or link; others can reply.

To post, enter the text in the box and click the **Post** button.

- To include a link, click on the **Insert a link** icon. In the pop-up, enter display text and the link address.
- To include a picture, click on the **Insert an image** icon. In the pop-up, click **Choose file**, and select the image file you wish to use; click **Insert.**

To post a reply to a post, click the **Reply** link, enter text, and click **Post Comment**

Blogs

With the Blogs tool, you may:

- Create blog posts viewable by all members of the site, or admins only.
- View and leave comments for the blog entries of other users.
- Receive comments on your blog entries from other users, as well as leave your own comments.
- Add RSS news feeds for the blogs of other users, as well as for your own.

If the Blog tool is not already added to your site, you can add it through **Site Info > Manage Tools**.

Accessing the Blogs Tool

You'll see a list of the blogs that other site participants have created and to which you have access, along with the number of blog entries for each blogger and the date and time of their most recent activity. In addition, ReggieNet displays an RSS feed icon for each blog.

ReggieNet also displays the **My blog** link, for access to all of your own blog entries, as well as the date and time of your last activity.

Blogger	Entries	Last Updated	
Charles Bristow	1	May 18, 2018 2:03:53 PM	
zzDemo7 zzStudent7	1	Aug 20, 2012 8:29:38 AM	
zzDemo8 zzStudent8	2	Aug 20, 2012 8:28:43 AM	

Viewing and Managing Your Blog Entries

1. Click the **All the blogs** tab at the top of the page.

2. Click the **My blog** link. ReggieNet displays a page similar to this one:

3. On this page, you may view all of your blog entries, both published and in draft mode. You may also take a variety of actions:

- To edit an entry, click the **Edit entry** link.
- To remove an entry, click the **Remove entry** link
- To view comments for a blog entry, click the **comments** link.
- To leave a comment for an entry, click **Leave a comment**

Adding a Blog Entry

1. Click the **Add blog entry** tab. ReggieNet displays the **Add a new blog entry** page.
2. In the **Title** box, enter a title for the blog entry. An entry here is required.
3. In the text box, add your content. An entry here is required.
4. Specify who may view your blog entry. You can choose to make your post available to site administrators (Instructors) only; all members of the site; or public. Note:If you select **This entry is publicly viewable**, you must still provide the entry's URL to users.

5. If you want to publish your blog entry, click **Publish Entry**. If you want to save your work but do not want to publish the entry, click **Save Draft**. If you do not want to save your work, click **Cancel**.

Editing a Blog Entry

1. If the main page for the **Blogs** tool is not displayed, click **BLOGS** in the breadcrumb bar and click the **All the blogs** tab at the top of the page.
2. Click the **My blog** link.
3. For the appropriate blog entry, click the **Edit entry** link. ReggieNet displays the **Edit a blog entry** page.
4. Make all appropriate changes to the entry's content and/or settings.

Removing a Blog Entry

1. If the main page for the **Blogs** tool is not displayed, click **BLOGS** in the breadcrumb bar and click the **All the blogs** tab at the top of the page.
2. Click the **My blog** link.
3. For the appropriate blog entry, click the **Remove entry** link. Click **OK** in the pop-up dialogue box that appears. Or, if you do not want to remove the entry, click **Cancel**

Viewing Blogs of Other Users

1. If the main page for the **Blogs** tool is not displayed, click **BLOGS** in the breadcrumb bar or click **All the blogs** in the Blogs menu bar at the top of the page.
2. From the **Blogger** column, click on the appropriate name. ReggieNet displays that user's blog. You'll see all the blog entries to which you have access, with the most recent entry on top.
3. To view comments left by other users, click on the **comments** link, which includes the number of comments. To see a blog entry in a separate window, click the **Permalink** link.
4. Depending on the permissions you've been granted, ReggieNet may also display a **Leave a comment link** for each entry.

Leaving Comments for Blog Entries

If the site owner has granted you the appropriate permission, you may leave a comment for a blog entry by another user. To leave a comment, follow these steps:

1. For the appropriate blog entry, click on the **Leave a comment** link. ReggieNet displays the existing comments for the entry, along with a box for leaving your own comment.
2. Enter your comment in the box and click **Publish comment**. Or, click **Cancel** to leave no comment.

Adding an RSS feed for a Blog

To add an RSS feed for a blog, follow these steps:

- If the home page is not displayed, click the **Reset** button or click **All the blogs** in the Blogs menu bar at the top of the page.
- For the appropriate user, click on the RSS icon at the right of the page. ReggieNet displays a separate window, where you may select an RSS subscription option.

Tips on Communicating with Students in ReggieNet

Since ReggieNet generally does not indicate new content, you may want to use the notification features in various tools or have students set them up on their end.

When you are setting up a new item or editing an item in any of the following tools, you have an option to send e-mail to students from the tool.

- Syllabus
- Announcements
- Resources
- Drop Box

Additionally, the following communication tools have features that students might want to pay attention to or set up an option on their end.

- Forums – all new messages are displayed in MyWorkspace and the course site Homepage. The Watch feature in this tool will notify students when there is a new message for the threads they set to "watch."
- Messages – Under Settings, students and instructors can set an option for "Auto Forward Messages."