

# MMS Notebook Tool: Staff Guide

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March 20, 2012

## 1 Introduction

As of early 2012 the Notebook tool was re-written to provide the functionality of a simple forum tool. Staff will be able to create a thread visible to all students, allow student postings to entire module or limit to within groups in a group type, and allow students to create threads limited to their own groups.

## 2 Creating and Configuring a Notebook Tool

Select tools to create:

- Core
    - ☐ Content Management
    - ☐ Coursework submission
    - ☐ Exam marking
    - ☐ Grade aggregator
  - Occasional
    - ☐ Attendance tracking
    - ☐ External URL link
    - ☐ Moodle Link
    - ☒ Notebook for messages
    - ☐ Quiz
    - ☐ Student group sign-up
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**Figure 1:** The Core and Occasional tools that may be added to MMS. To add a tool, check the tick box next to the name and click the 'Create Tools' button

As with all tools for a module in MMS you can create a Notebook tool on the 'Module Overview'. To get to the 'Module Overview' log into MMS and then click the title of the module you wish to create the tool in, and then scroll down to the 'Tool' section. In the 'Tools' section there is a list for tools, split into three sections: Core, Occasional and Specialised. The Notebook tool is located in the 'Occasional' section. Check the tick box next to 'Notebook for messages' (as in figure 1) and click any of the 'Create Tools' buttons.

A new entry will appear in the 'Tools Table' as in figure 2. The default name will be 'Notebook' however this can be changed by changing the title in the text box in the 'Name' column. If you wish to limit student postings or student forums to groups within a group type, ensure the group type is selected from the 'Group Type' drop down list. As with all tools the options in the 'Assessment' drop down list refers to the assessment type. The default is 'All students' but the tool can also be limited to just 'Reassessment' students or 'Deferred' students. If any changes are made you will need to click the 'Save Tool Configuration' button.

To finish the tool configuration click the 'Overview' link to enter the tool, and then click the 'Configure' icon in the top right. There are three additional configuration options to choose:

1. **Threads & messages are restricted by tutorial group:** Selecting this option will mean that students can see all posts made by staff on the module but will only be able to see posts made by other students in their group
2. **Students can Post Messages:** Selecting this option will allow students to post message.
3. **Students can Create new threads:** Selecting this will allow students to create threads independently. If the first option is selected then any new thread created by a student will only be seen by their own group.

Once you have selected the configuration options required click the 'Save Settings' button to save the settings.

## Tools

Search:

Name ▲	View ▼	Group Type ▼	Assessment ▼	Type ▼	Require All Grades ▼	Delete? ▼
Coursework <input type="text" value="Change display name"/>	<a href="#">Overview</a>	Use drop down list to choose group type	All students ▼	Coursework submission	<input type="checkbox"/>	<input type="checkbox"/>
Notebook <input type="text"/>	<a href="#">Overview</a>	International ▼	All students ▼	Notebook for messages	<input type="checkbox"/>	<input type="checkbox"/>
Final grade <input type="text"/>	Click to access tool	Tutorial ▼	All students ▼	Grade aggregator	<input type="checkbox"/>	<input type="checkbox"/>
Exam <input type="text"/>	<a href="#">Overview</a>	Tutorial ▼	All students ▼	Exam marking	<input type="checkbox"/>	<input type="checkbox"/>

**Figure 2:** Once a Notebook tool has been created it will appear in the 'Tools Table'. The tool can be renamed in the text box in the 'Name' column. If you wish to limit student posts to groups in a group type, ensure that the Group Type drop down lists displays the group type required. Any changes can be saved by clicking the 'Save Tool Configuration' button

## 3 Administrating threads and messages

Click on the tool title to return to the Notebook overview. If no threads have been created then a new thread can be created by typing the name of the new thread in the 'Start New Thread' text box. Once you are happy with the thread name click the 'Create New Thread' button. Once a thread has been creating you will be directed to the view of that thread. To add a message enter the message into the 'Insert your message here:' text box and click the 'Add Message' button

You are looking at the thread "Thread 2", started 20-Mar-2012 16:10:09 by Victoria Anne Davidson. This thread is visible to all groups.

[Return to list of threads](#)

Lists which thread you are in

**Insert your message here:** (URLs will be turned into hyperlinks)

Click to add the new message to the thread

8,559 - **20-Mar-2012 16:12:57** - **author:** Victoria Anne Davidson



Click to delete message

Message 1: The first message in a thread

Existing Message

**Figure 3:** When you create a new thread or when you click on an existing thread you will be directed to a view of that thread. New messages can be entered into the large text box and then added to the thread using the 'Add Message' button. Existing messages are listed below the 'Insert' text box.

As in figure 3 messages will be displayed below the 'Insert' text box, with the most recent messages appearing at the top of the list. A student can delete their own thread by clicking on the red delete icon next to the message author's name. Staff will be able to delete any message.

Once in a thread you can return to the main Notebook overview by clicking the 'Return to list of threads' link. All existing threads will be displayed in the 'Threads' table. You can enter a thread by clicking on the thread title. Threads can also be deleted by ticking the check box in the select column and then clicking the 'Delete Selected Threads' button. Your browser will open a new dialogue box asking you to confirm the deletion. Staff can delete any threads however students can only delete threads that they are the author off.