

iLearn

Create a discussion forum

Create a discussion forum

A discussion forum can be added to an existing Catalogue Item as an additional learning component or added to a new Catalogue Item as a stand alone Discussion forum.

For	Content Administrator
Last Updated	August 2016 (Version 1.2)
Menu	Manage Learning – Manage Learning Assets
Department	DCCSDS, DATSIP, DPC, NPSR, EHP

1

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1

From the menu button '☰' select 'Manage Learning'.

2

Select 'Manage Learning Assets' from the left menu.

3

3

Click 'Add Learning Asset'.

Create a New Learning Asset



New Assessment Event

Allows you to create a new Assessment Event.



New Course

Allows you to create a new Course.



New Discussion Forum

Include Discussions as a component of the Learning experience.

4



New Learning Event

Allows you to create and schedule a new Learning Event.



New Other Learning

Allows you to create a new Other Learning.



New SCORM Course

Allows you to create a new Scorm Course.



New Survey

Allows you to create a new online survey.



New Test

Allows you to create a new online test.



New Trackable Document

Allows you to create a new Trackable Document.

Cancel

4

Click the 'New Discussion Forum' link.

New Discussion Forum

Name* 5

Identifier*

Description and Instructions

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾

← → Formats ▾ **B** *I* [List icons] [Link icon] [Code icon]

Type in the description and instructions on how to use the forum here.

6

Words: 13

▼ Linked Documents

Add

▼ Notifications

Enable Notifications ?

5

Type the name of the Forum in the 'Name' box .

Note the Identifier will automatically fill as you type the name.

6

Type the description and instruction of the forum in the text box.

NOTE: Check spelling as what you type here will appear on the Discussion Forum.

TIPS

* Denotes a required field.

Completion Settings

Please specify what learners have to do in order to complete their participation in the discussion forum (if anything).

Learners must post to complete

Minimum number of posts required

Number of posts

Discussion Forum Administrators

User	Role	Actions
Select User	Select Role	Add

7

Save Discussion or Cancel

7

Click 'Save Discussion'.

Discussion Forum: Test - Clouds Discussion Forum

Edit Discussion Forum

Warning: This Discussion Forum has not been put in the Catalogue - you must do this in order to enrol learners.

Add it now

8

Name Test - Clouds Discussion Forum

Identifier test-clouds-discussion-forum2

Description

Type in the description and instructions on how to use the forum here.

Active

Notifications

Enable Notifications

Completion Settings

Please specify what learners have to do in order to complete their participation in the discussion forum (if anything).

Learners must post to complete

Minimum number of posts required

Number of posts

> Recent activities

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If the Discussion Forum is to be a stand-alone forum click 'Add it now'.

If you would like to add to an existing Catalogue Item follow steps 9–18 in the next section.

TIPS

The Discussion Forum has been created but is not available to Learners until it has been added to the Catalogue.

NOTE: Only use 'Add it now' if the Forum is NOT to be added to an existing Catalogue Item.

Publishing a Discussion Forum

The screenshot shows the iLearn Catalogue Manager interface. At the top left is the Queensland Government logo and the iLearn logo. A search bar is located at the top center. On the top right, the user is identified as 'Content Administrator' with a menu icon (three horizontal lines) next to it. A left-hand navigation menu is titled 'Manage Learning' and includes options like 'Manage Catalogue', 'Manage Sessions', 'Enrolments', etc. The main area is titled 'Catalogue Manager' and features a search bar with the text 'cloud' entered. Below the search bar is a 'Search' button and a 'Reset Search' link. A table below shows two catalogue items: 'TEST-Cloud Learning System Documents' and 'TEST-Clouds'. At the bottom, there are pagination controls showing '1' of 2 items per page and buttons for 'Archive' and 'Make Private'.

9 From the menu button '☰' select 'Manage Learning'.

10 Select 'Manage Catalogue' from the left menu. This should be the default selection.

11 Click 'Search for Catalogue Items', enter keyword or phrase in the search box. Click 'Search'.

12 Click on the link to the Catalogue Item you would like to add the 'Discussion Forum' to.

Catalogue Item: TEST-Cloud Learning System Documents

13 **Actions** ▾

- Edit Catalogue Item
- Copy Program
- Edit in Wizard
- Assign Learning
- Preview

✓ Tasks 📄 Notes 📎 Attachments 🏷️ Tags (1)

🔗 Enrolled Users (0): Not Attempted (0), Incomplete (0), Completed (0).

Name TEST-Cloud Learning System Documents

Identifier test-cloud-learning-system-documents-20141015

Approx Duration (minutes) 60

Status ● Available in Catalogue **Change** ▾

Overview

13 Click on the 'Actions' drop down list and select 'Edit Catalogue Item'.

Components

14a **Select Learning Asset**

cloud

- 20141015] TEST-Cloud Learning Solution workshop manual 1 - Trackable Document
- [test-cloud-learning-system-workshop-manual-2-20141015] TEST-Cloud Learning System workshop manual 2 - Trackable Document
- [clouds] Clouds - Learning Event
- [test-cloud-janison-learning20140307] Test - Cloud Janison Learning - Learning Event
- [test-clouds-discussion-forum20141117] Test - Clouds Discussion forum - Discussion Forum

14b **+**

Prerequisite	Weight	Share progress	Actions
set full stop	50	<input checked="" type="checkbox"/>	+ -
set full stop (1)	50	<input checked="" type="checkbox"/>	+ -

▼ **Extended Information**
Additional information about this Catalogue Item.

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14.a In the Edit Catalogue Item screen, scroll down to 'Components'.

Click on 'Select Learning Asset', type keyword/s in the search box, scroll to the Asset to be added.

14.b Click on the 'Plus Key' to add the Asset.

TIPS

Use the scroll bar to scroll through Asset options.

Components

Select Learning Asset +

Component	Prerequisite	Weight	Share progress	Actions
Trackable Document TEST-Cloud Learning Solution workshop manual 1	set full stop	<input type="text" value="50"/>	<input type="checkbox"/>	
Trackable Document TEST-Cloud Learning System workshop manual 2	set full stop (1)	<input type="text" value="50"/>	<input type="checkbox"/>	
Discussion Forum Test - Clouds Discussion forum	set full stop (0)	<input type="text"/>	<input type="checkbox"/>	

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[Save Catalogue Item](#) or [Cancel](#)

[Thumbnail](#)
[Competencies](#)
[Extended Information](#)
 Additional information about this Catalogue Item.
[Self Enrolment Settings](#)
[Additional Enrolment Settings](#)

TIPS

You can use the crosses to change the order of the components.

Click on the cross then drag and drop the item to where you want to move it to.

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Change the following fields if required.

Set full stop: If a prerequisite is required before joining the discussion.

Enter the weight : This denotes whether it is part of the overall grade of the program.

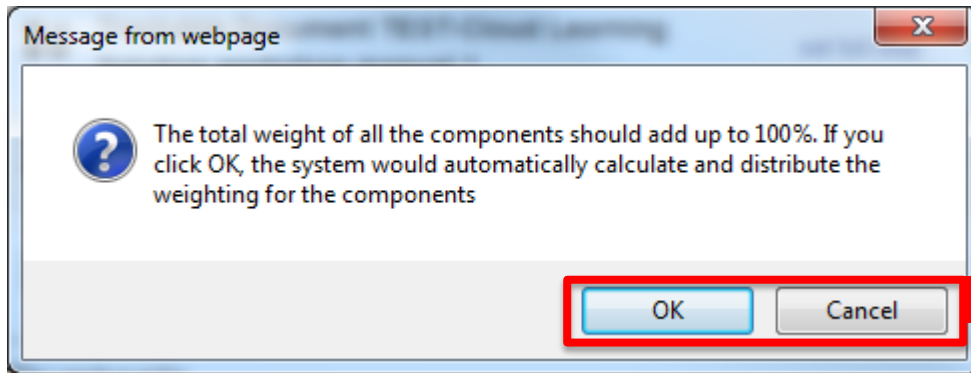
Share progress: Allows progress of the component to be added to the program.

16

Click **'Save Catalogue Item'**.

The discussion forum has now been added to the program and Learners are now able to enrol and join the discussion.





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If the 'Weight' fields have been left blank the pop-up box will appear. Click 'OK' or 'Cancel' to continue.

Component	Prerequisite	Weight	Share progress
Trackable Document TEST-Cloud Learning Solution workshop manual 1		50	<input type="checkbox"/>
Trackable Document TEST-Cloud Learning System workshop manual 2	(1)	50	<input type="checkbox"/>
Discussion Forum Test - Clouds Discussion forum	(0)	0	<input type="checkbox"/>

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The Discussion Forum has successfully been added to the Catalogue Item. Click on the 'Blue' Discussion Forum Hyperlink to make edits.

NOTE: This will open up in a new window.