

Uploading classroom “records of practice” to Moodlerooms advanced forums

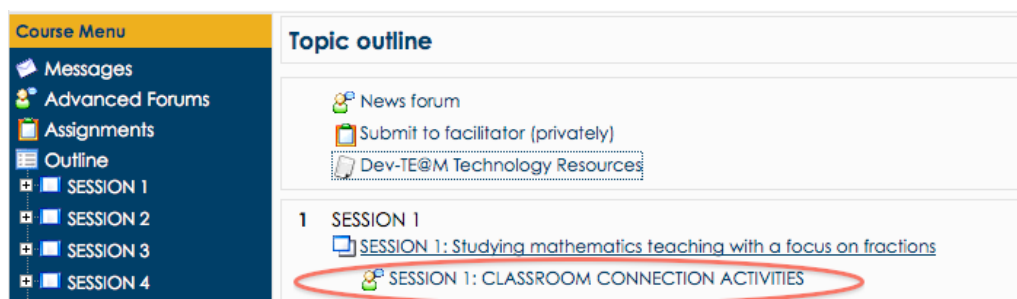
NOTE: We recommend that you use Mozilla Firefox or Internet Explorer (Windows only) as your web browser for your work with Moodlerooms. You can download the latest version of each at the addresses below:

<http://www.mozilla.com/firefox/>

<http://www.microsoft.com/nz/windows/internet-explorer/>

1. Locating your advanced forums

Sessions 1-9 each have an advanced forum labeled, “Classroom Connection Activities” (CCA), to which your facilitator may ask you to submit records of practice. These CCA forums can be found listed under the appropriate session.



Your course may include other advanced forums in addition to the CCA forums. You can use the method that is described here to share files in these other forums.

2. Viewing discussion topics

Click on the “Classroom Connection Activities” link. You should see a list of discussions started by your facilitator or the teachers in your group.

3. Beginning a discussion post for your records of practice

In addition to the list of discussions, there is also a link to “Add a new discussion topic.” To create a separate discussion for your records of practice, click on this “Add a new discussion topic” link.

Session 1: Classroom Connection Activities

Add a new discussion topic

A window like the one below should appear.

Your new discussion topic

Subject* Required

Message* ?

Trebuchet 1 (8 pt) Lang **B** *I* U ~~S~~ x_2 x^2

Add a title for your post in the “Subject” field and briefly describe your files in the “Message” field.

Scroll to the bottom of the page, and see the “Subscription” pull-down menu. If you would like to be notified others post to the forum select, “Send me copies of email posts to this forum.” If you’d prefer not to receive these emails, choose “I don’t want email copies of posts to this forum”¹ Emails arrive in “digest” form by default – one email each day listing all the day’s forum posts.

NOTE: Do NOT “post” the discussion yet – you will need to rename your files and attach them first (i.e. steps 4 and 5).

4. Naming your records of practice files

Please make sure to name your files using our standard naming scheme. It should look something like the following:

Firstname_SessionXa.fte

Where –

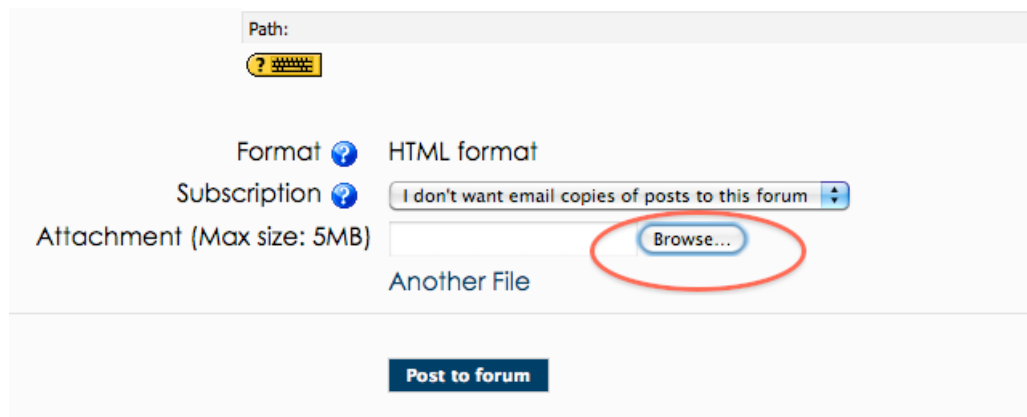
- “**Firstname**” is your first name
- “**SessionX**” is the session number with which the file is associated (please use a two-digit number)
- “**a**” is a lower case letter used to indicate the sequence files should go in if there is more than one file
- “**fte**” is the file type extension that should have been automatically assigned to your file when you created it. Some common filetype extensions include *doc*, *docx*, *pdf*, *jpg*, *mov*, *mp3*.

For example, if Jane Doe had four records of practice to attach to the Session 1 forum, the files would be named –

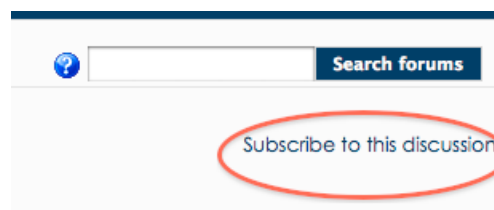
Jane_Session01a.doc
Jane_Session01b.jpg
Jane_Session01c.pdf
Jane_Session01d.pdf

5. Attaching your records of practice to your discussion post

To attach your records of practice to your discussion, click on the “browse” button near the bottom of the page and locate the first item you’d like to add on your computer.



¹ To change your subscription status at any time, click the link to “Subscribe to this discussion” or “Unsubscribe from this discussion” in the upper-right corner of the discussion’s main page:



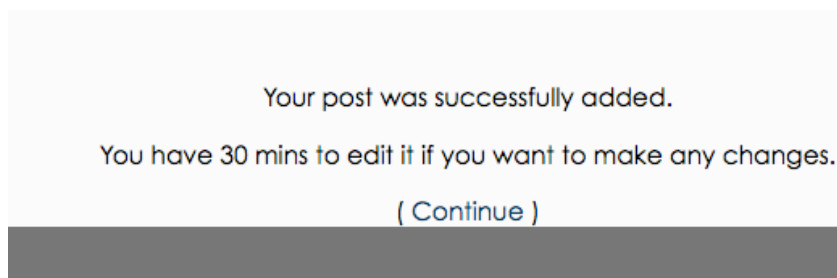
Repeat for each additional item you’d like to add. **You can upload up to five files at a time.** If you would like to add more than 5 files to one discussion, please add your first five items then see step #7.

6. Posting your discussion topic containing your records of practice

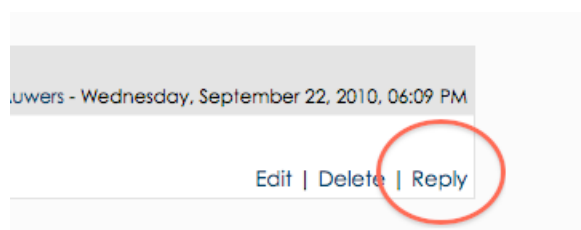
Once you have finished adding your records of practice to your discussion, click the “Post to forum” link to post your new discussion topic.



After posting, you should see a confirmation screen:



7. You can add more than five files to your discussion by “replying” to it after you’ve added the first five. To do this, click the “Reply” link in the bottom right corner of your discussion post:



Repeat steps 3-7 to continue uploading files. You can “reply” as often as needed until you have added everything you’d like to include in your discussion post.