

Quick List Creating a Yellowdig Forum in Moodle 3.3

Possible Yellowdig Discussion Items	Dashboard Features	Admin Menu Features	
URL links	Add Pins	Feed	Board pins and comments
Maps	Add Comments	Community	Instructor and followers
Images	Admin Menu	Files	Any uploaded files
Videos	Available Boards	Dashboard	Course report
Book Cover Images	Help	Settings	Members, points, topics, notifications
Polls	Profile	Admin	Activity and Points reports
Discussion text	Pin Filter/Search		
Comments/Feedback	Points		
Ratings	Trending Topics		
Charts/Graphs			

Getting Started:

1. Open course > Turn editing on > {Scroll to section or week Yellowdig forum is to be in }
2. Add an activity or resource
 - > Select Activity Name > Click Automatic, based on tool URL > {scroll} Select Yellowdig > Save and Display
3. 1st time: Privacy and Security: Check agree and click Continue
4. 1st time: Create a new board
5. Create a Board
 - a. Enter Board Name {Course abbreviation and number-**EDU5300.01FA0118**}
 - b. Select Category from dropdown
 - c. Optional: copy content from previous board
 - d. Optional: board end date
 - e. Click Open to invited or enrolled members (default)
 - f. SUBMIT
6. Automatic Grade Settings
 - a. Check Grade Passback Enabled > Submit
 - b. This allows Yellowdig grades to automatically be added to Moodle Gradebook (Syncs automatically on Sundays or manually sync)
7. Dashboard Feed Screen- *See features*
8. POINTS:
 - a. Settings > Board Settings > Points
 - b. Points are set at defaults, may change by clicking on values
 - c. Weekly Maximums may be set
 - d. Points will sync to Moodle on Sundays, but may be manually synced on Feed dashboard in the Points section

9. TOPICS:

- a. Settings > Board Settings > Topics
- b. Topics may be added, edited, or deleted here
- c. When adding topics, be consistent and clear.
- d. If making weekly pins, add weekly topics:
 - i. +add topic = "Week 1 Discussion Questions"
 - ii. +add topic = "Week 2 Discussion Questions"
- e. If making topic/theme/content related pins, add corresponding topics:
 - i. +add topic = "Training in the Workplace"
 - ii. +add topic = "Evaluations in the Workplace"

10.+Pin

**Set expectations in original pin or description:*

How posts are to look: professional or casual

Type of language format to be used: text speak, APA, etc

Expected Requirements: links, references, word count, images...

**Board Owner may delete or redirect pins/comments that do not fit criteria*

****Instructor feedback keeps discussion engaged and on target***

+Pin >

- a. Select Topic from dropdown list
- b. Select Title "Week 1 Discussion Questions" or copy and paste URL (URL will create title for associated link and include a preview summary)
- c. Make introduction entry
(Be clear on what you want responses to include and what is being asked)
- d. Add additional content (document, photo, audio, video, poll) > POST

11. Dashboard feed screen: Students and Instructors may comment on pin or add new pins

12. Email Notification

- a. Email notifications may be set in profile. If this is selected, reply in email rather than logging into Yellowdig.
- b. Replies to posts may be made from email when notification is received. Pins/Comments will be visible in email. ****Remove signature from reply****
- c. Replies will show in Yellowdig feed