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The Catalyst
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Chat Room (Virtual Classroom)

Creating New Chat Rooms

1. Go to the Course Management and click on Components
2. Click Edit Chat Room.
3. Click the + to Add Chat Rooms. Type in the title for that Chat Room. If you would like more than one Chat Room click + Add another Room and continue the process.
4. Click Save when finished.

Removing Rooms

1. Follow the same process as Creating Chat Rooms, but when you see a Room you want to remove click the Delete button next to it.
2. Continue the process to remove any other Chat Room. Click Save when finished.

Using Chat Rooms

1. You can select either Java Applet or HTML for your Chat Room process. If you choose Java Applet then a program will be downloaded to your machine.
2. Click on Chat Room under Communications, Select the Room you wish to use by clicking Enter Chat under the room.

Archiving Your Chat Room

1. When you have completed a chat session it is best to Archive the session (if you choose not to do this at the end of a session the log will become longer and longer and may be hard to find specific chat information). Go to Content Management, click on Manage Files to begin the process.
2. At the top of the page click on Tools, then click Archive Chat Log.
3. Select the Chat Room you wish to Archive, then click Continue
4. Choose a name for the Archive, then click Continue
5. Click on the Archives folder and the Chat archive should be listed. If you want students to be able to see the archive Publish the archive file.

Calendar

Adding Events

1. Click on Calendar under Communication. On the left hand side of the page select the calendar you want to add an event to.
2. Click on the day that you want to add an event then click New Event.
3. Provide a title for the Event, the Type of event, the Date (if different), and a Time. There is also an opportunity to select on the right side which calendar to add the event to (if different from when started). Click Save.
4. A message will now be listed.

   **The advantage for using the calendar function is that students can see all their calendars from all their classes at one time (assuming that all their instructors use the calendar function).

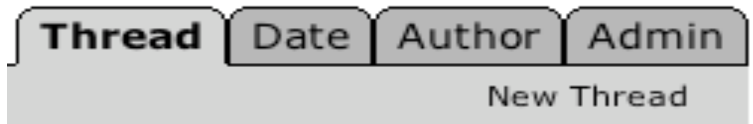
Message Board (Discussion Board)

Creating New Message Boards

1. Go to the Course Management and click on Components
2. Click Edit Message Board.
3. Click the + to Add Message Boards. Type in the title for that Message Board. If you would like more than one Message Board click + Add another Board and continue the process.
4. Click Save when finished.

Removing Rooms

1. Follow the same process as Creating Message Boards, but when you see a Board you want to remove click the Delete button next to it.
2. Continue the process to remove any other Message Board. Click Save when finished.



Adding Messages

1. Once the Boards have been created Messages can be added. The Boards can be reordered by the instructor on the main Message Board page. The drop down number next to each of the Boards can change the order of the Boards. Once they are in the correct order, click into a Board.
2. From the Thread tab, click on New Thread
3. Fill in the Subject and Body of the message. There is an option for Spell Check at the bottom of the page. Also the instructor can modify the placement of their thread (they can place theirs at the top – students cannot do this, their messages always go to the bottom of the discussion. Click Post when ready to post the message.
4. If an instructor wants to change the order of the messages they can open the message then click Edit on the right hand side. By changing the thread placement it will “tack” the message in that place. If the instructor clicks on Delete it will strikethrough the message.

Message Information

1. Instructors can look at the threads in different ways – if they click on the Date tab then all the messages will be placed in date order. If they click on Author the instructor can look at the postings by the author who created them.
2. Under the Admin tab, then clicking Stats the instructor has the ability to certain Reports generated by either the Board or by the User (or by all). There are five different reports that can be generated by clicking the radio button in front of it. When all of the information is selected then click Create Report. These reports can be directly printed or seen on the screen.

Archiving the Message Board

1. **When archiving this will clear the messages selected out of the Message Board.** Click on the Admin tab then Archive. Give a name to the archive at the top, then check the boxes in front of the thread(s) to archive. To archive all check the box next to Message Subject. Click Create Archive.
2. If the instructor wants the archive Published, go to the bottom of the same page, put a check mark in front of the archive to publish and click Save Changes.

3. Students can see the archived messages by returning to the Board Index (main page) then clicking Show Archives.

Announcements (under Course Management)

Adding a Message

1. Announcements allows the instructor to post messages to the main page of the course.
2. Click on Announcements under Course Management. Type in the message under Announcement to post a new message.
3. Click on Save and post the new Announcement. The system does allow some formatting for the message. Click on HTML editor to load the Java applet to allow changes to be made.
4. To store messages check the box next to the message then click Archive (at the bottom of the page).

Student Groups (under User Management)

Creating a Group

1. To create a Group, a section needs to be created for your course (if there are questions check Utilities > Create Semesters/Sections). Once the sections are created, select the section you want to create the group in under Select Sections – left side of page (some courses may just have one section – so select it).
2. There are two choices to create a group, either just Adding a Group or Auto-Generating a Group. To manually create a group click Add Group under the Groups tab. Once selected you can give the group a name and even a description. This feature also allows the setting of the time that you want the group to be active. There are also other selections that can be made like an icon and even a group color. The instructor can give the group the ability to have their own Calendar, Chat Room, White Board (goes with Chat Room), File Manager (Allows group file exchange), Message Board and Student-to-Student e-mail (this is the only place that this is allowed within K-State Online). Once you have chosen the components click Save. To add students to this group click the Members tab, select the Group to add members to then begin adding the students.
3. To randomly place students into a group select Auto-Generate Groups, again select the section, either divide by numbers of groups or students in groups. Provide the auto-generated title. The time that the group can be available can also be set as well as the components available. When finished click Save. The auto-generated groups can also be modified to have icons and colors, like the manually created groups.
4. The instructor can check on the members in the group by clicking on the Participation tab and see what they have provided to the group.

Additional Assistance:
IT Help Desk – place to call if have questions on passwords or specific problems with K-State Online not working.
532-7722 or 800-865-6143

iTAC trainers can provide training on a one-to-one or group setting.

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Instructional Designers – Office of Mediated Education. These designers can help if have questions about how to design a course or additional resources when using K-State Online.

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