

How to Use Collaboration Tools in your Course

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Planning Committee & Presenter Declarations

There are **no relevant personal or financial relationships** with any commercial interests pertaining to this activity.



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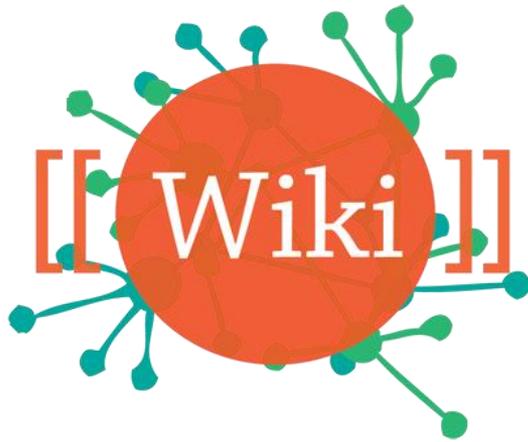
Learning Objectives

Participants will be able to...

- Setup and use Blackboard Wiki
- Setup and use Google Docs or Box Notes
- Setup and use Padlet
- Setup and use Perusall



Tools for Collaboration



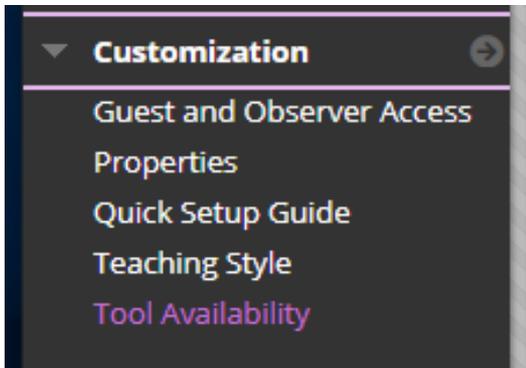
Perusall



BLACKBOARD WIKI



Turn on Wiki



Web Link	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wikis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wikis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yellowdig	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Add a Wiki

Course Home Page ▾

Build Content ▾ Assessments ▾ **Tools ▾** Partner Content

 **Read Me First - Module**

This is the final week of this course...

As soon as possible - complete...

By end of day Sunday, May 1...

Contribute to the App...

- Discussion Board
- Blogs
- Journals
- Wikis**
- Groups
- Tools Area



Create a New Wiki

CREATE LINK: WIKI

Link to the Wikis page, link to a specific Wiki, or create a new Wiki.

Link to the Wikis Page

Create New Wiki



General Availability

WIKI DATE AND TIME RESTRICTIONS

Wiki Availability

Yes No



Limit Availability

Display After  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.



Access / Grading

WIKI PARTICIPATION

Student Access Closed to Editing Open to Editing

Student Comment Access Closed to Commenting Open to Commenting



WIKI SETTINGS

Grade Wiki No grading
 Grade : Points possible :



Create the Link to Wiki

CREATE LINK: WIKI

Link to the Wikis page, link to a specific Wiki, or create a new Wiki.

Link to the Wikis Page

Link to a Wiki



---Select Wiki below---

wiki name

Create New Wiki

Create New Wiki



Link Name and Instructions

LINK INFORMATION

* Link Name

wiki name



Color of Name

Black

Link

wiki name

Text

A rich text editor toolbar with various icons for text formatting, alignment, and insertion. The toolbar includes options for bold, italic, underline, strikethrough, paragraph style, font face (Arial), font size (3 (12pt)), bulleted list, numbered list, indent, outdent, link, unlink, text color, background color, and a spell checker. Below the toolbar are icons for inserting video, audio, image, link, formula, mashups, quote, copyright, smiley, anchor, table, and a link to HTML/CSS settings.

Path: p



Link Availability

OPTIONS

Available

Yes No



Track Number of Views

Yes No

Date Restrictions

Display After  

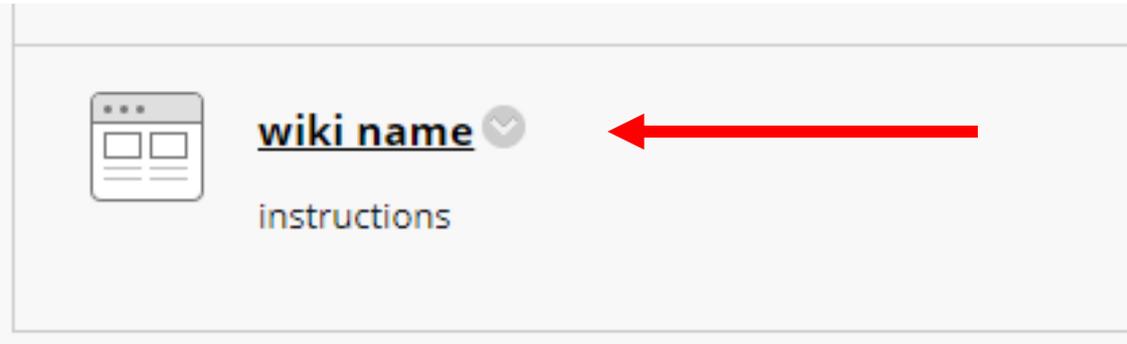
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.



Link in Course



Starter Page

WIKI PAGE CONTENT

* Name

Home page



Content

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

A rich text editor toolbar with three rows of icons. The first row includes bold, italic, underline, strikethrough, paragraph style, font face (Arial), font size (3 (12pt)), bulleted list, numbered list, text color, background color, and link. The second row includes cut, copy, paste, search, undo, redo, indent, outdent, link, unlink, left-align, right-align, center-align, justify-align, and a checkmark icon. The third row includes video, image, link, unlink, formula, Mashups, quote, copyright, smiley, anchor, table, table border, table border style, table border width, table border height, table border color, table border style, table border width, table border height, table border color, HTML, CSS, and a help icon.

General Information



Wiki Ready - Edit

wiki name

Create Wiki Page

Participation Summary

Home page

Created By  Lisa Brown on Sunday, August 16, 2020 9:01:56 PM EDT

General Information

Edit Wiki Content

Comment

Wiki Details ▾

WIKI NAME

 Home page ▾



Wiki Ready – New Page

wiki name

Create Wiki Page Participation Summary

Home page Edit Wiki Content

Created By  Lisa Brown on Sunday, August 16, 2020 9:01:56 PM EDT

General Information

Comment

Wiki Details > ⌵ ⌵

WIKI NAME

 Home page ⌵



Wiki Ready – Comment

wiki name

Create Wiki Page

Participation Summary

Home page

Created By  Lisa Brown on Sunday, August 16, 2020 9:01:56 PM EDT

General Information

Edit Wiki Content

Comment

Wiki Details

WIKI NAME

 Home page



Additional Pages



LESSON TRANSITION

-  Home Page 
- Andrew Berger: E&M class 
- Bauer - Introduction to Freeform Optics in CodeV 
- blank 
- Brown Clark- Body and Disease 
- Brown: Example Lesson 
- Callan-Harris - Personal Ergonomics 
- Caramia: Jazzy Students 
- Caravan-Introduction to Teaching String Instruments 
- Choppin - initial thoughts about transitioning lesson 



Example - Edits

Before class

- Students will have reviewed motivating moves
- Students will have analyzed two examples of researchers entering the academic conversation (by gathering new evidence to make a unique contribution)

During class

Activity 1: Legos - *creating something new using existing resources*

z! However, I hear your concern that not everyone will have lego or blocks or other household items they can use. How about asking the students to make something with a sheet of paper (can we assume that students have a notebook or an old envelope or something)? You could have simple guidelines that say that they could fold or roll or tear it to make some kind of shape, and then they could look up instructions online to make a different kind of shape with the same paper. It's not collaboration with someone in the class, but it is collaboration with another resource and might help to generate similar answers to your questions about the writing metaphor?

In any case, I think that asking students to use their hands and a different part of their brain really appeals to them and can also help move ideas forward in a way that *always* using a pen and paper (or hands and a keyboard) doesn't. Rachel's idea about a digital version is great in terms of accessibility, but it could just feel more of the same kind of computer-based activity as the rest of the students' online work and I think that the surprise factor of using legos is an essential part of the learning process.

this is a tough challenge... you can ask students to do the first part at home, assuming they have access to legos. but combining with a classmate? Can this be done with other arts/crafts supplies at home? I think it could be done with objects from home (anything, really - socks, spoons, cans of food, paper clips) and it might make it even more engaging. However, I worry about students who may have very limited resources at home. I am still thinking through this. Maybe I can create my own video of something I created using random objects around my own home.

Can I make two individual things and then try to combine them after myself - is that the same thing? I am not sure you can do

We use initials, dates, and colors to help provide feedback on work



Example - Comments

Comments: 2 Comment

[Redacted] aid... 

Monday, May 11, 2020 10:15:44 AM EDT

This looks like a fun lesson. I wondered about using minecraft too, or perhaps finding another activity where something becomes something else. Maybe you could present the idea as a problem (can you create something new) and have students do it on their own and then share their ideas or their product. I wonder if that would work in meeting your end goal.

[Redacted] id... 

Friday, May 15, 2020 12:00:50 PM EDT

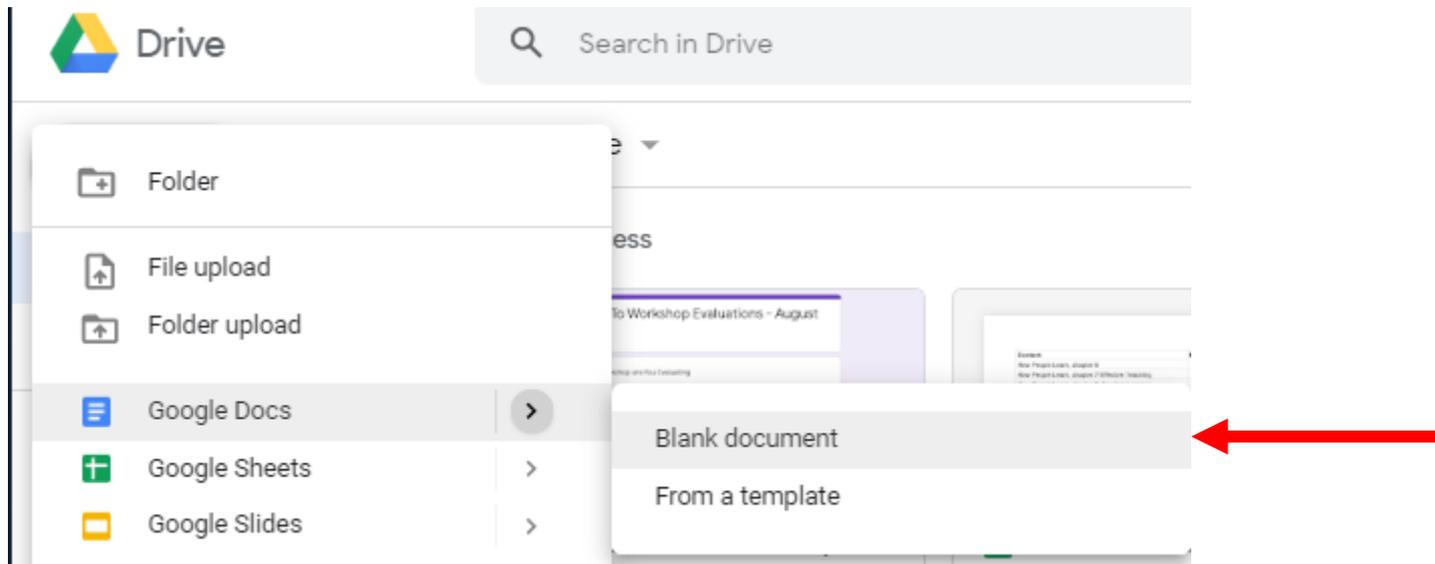
[Redacted] That's a great idea! Just asking students if they can create something new out of everyday objects and share what they created and why it is new. That could really work to hold up the concept of making a unique contribution within an academic conversation. Sometimes, just the way we put sources in conversation can be a unique contribution. Thanks again!



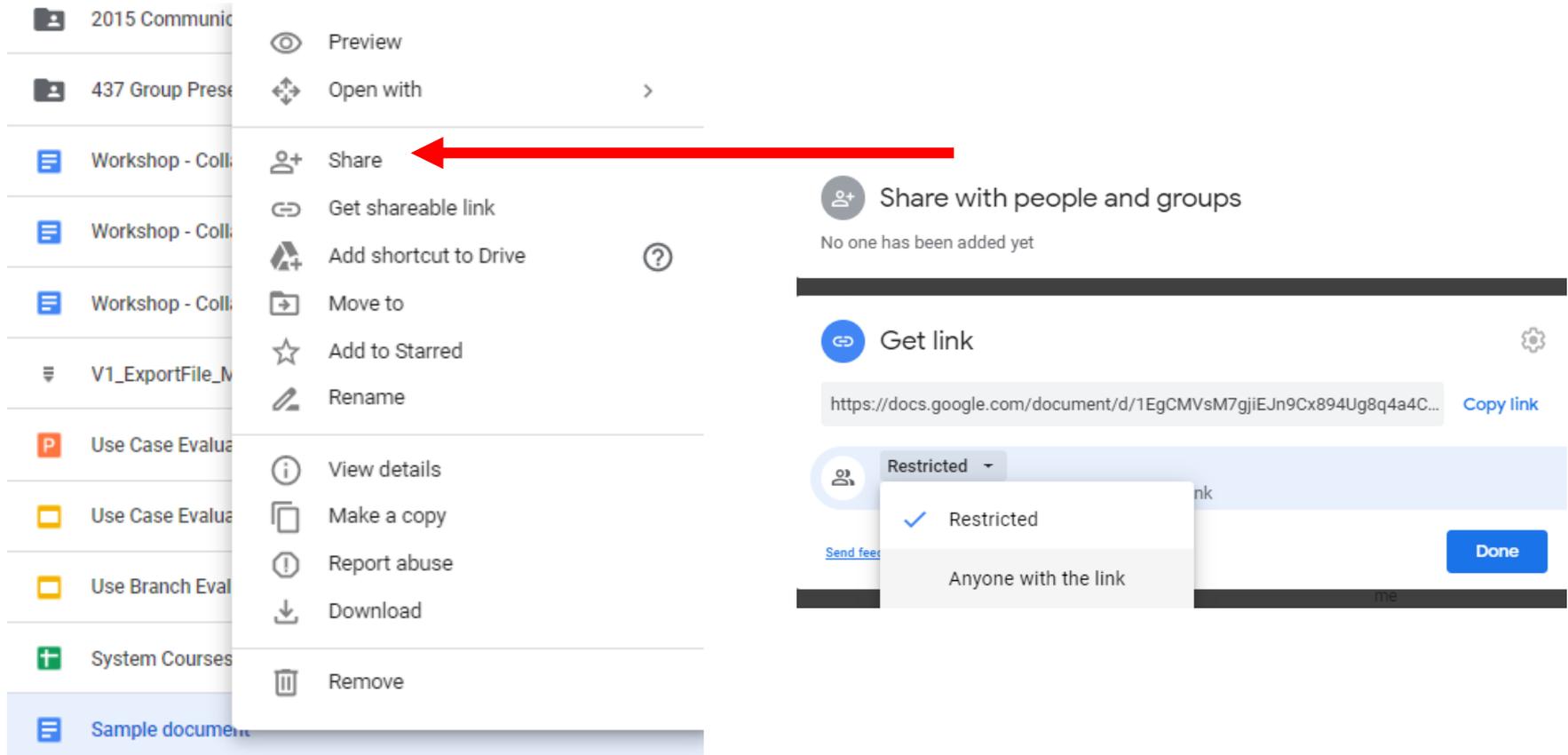
GOOGLE DOCS / BOX NOTES



Create a New Google Document Sheet/Slides



Share – Anyone with the Link



The image shows a Google Drive interface with a context menu open over a file named 'Sample document'. A red arrow points to the 'Share' option in the menu. To the right, the sharing dialog is open, showing the 'Share with people and groups' section with 'No one has been added yet'. Below this is the 'Get link' section, which displays a URL: <https://docs.google.com/document/d/1EgCMVsM7gjiEJn9Cx894Ug8q4a4C...> and a 'Copy link' button. The current sharing status is 'Restricted', and a dropdown menu is open showing 'Restricted' (checked) and 'Anyone with the link'.

- 2015 Communic
- 437 Group Pres
- Workshop - Coll
- Workshop - Coll
- Workshop - Coll
- V1_ExportFile_M
- Use Case Evalu
- Use Case Evalu
- Use Branch Eval
- System Courses
- Sample document

Preview

Open with >

Share

Get shareable link

Add shortcut to Drive ?

Move to

Add to Starred

Rename

View details

Make a copy

Report abuse

Download

Remove

Share with people and groups

No one has been added yet

Get link

<https://docs.google.com/document/d/1EgCMVsM7gjiEJn9Cx894Ug8q4a4C...> Copy link

Restricted

Restricted

Anyone with the link

Done



Allow Editing

The screenshot displays the sharing settings for a Google Document. At the top, there is a section for sharing with people and groups, which is currently empty. Below this is the 'Get link' section, showing a green link box with the URL <https://docs.google.com/document/d/1EgCMVsM7gjiEJn9Cx894Ug8q4a4C...> and a 'Copy link' button. The sharing permissions are set to 'Anyone with the link' and 'Anyone on the internet with this link can view'. A dropdown menu is open, showing three options: 'Viewer' (selected with a blue checkmark), 'Commenter', and 'Editor' (highlighted with a red rectangular border). A 'Send feedback to Google' link is visible at the bottom left of the sharing settings panel.

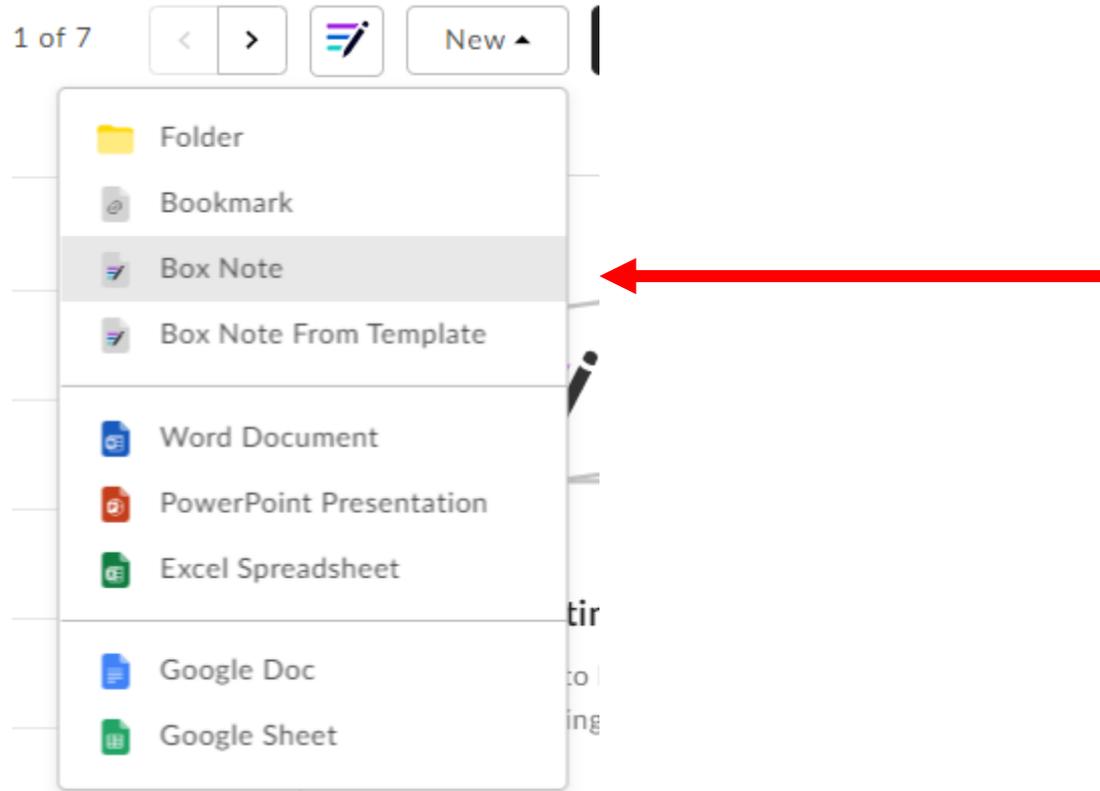


NOTE

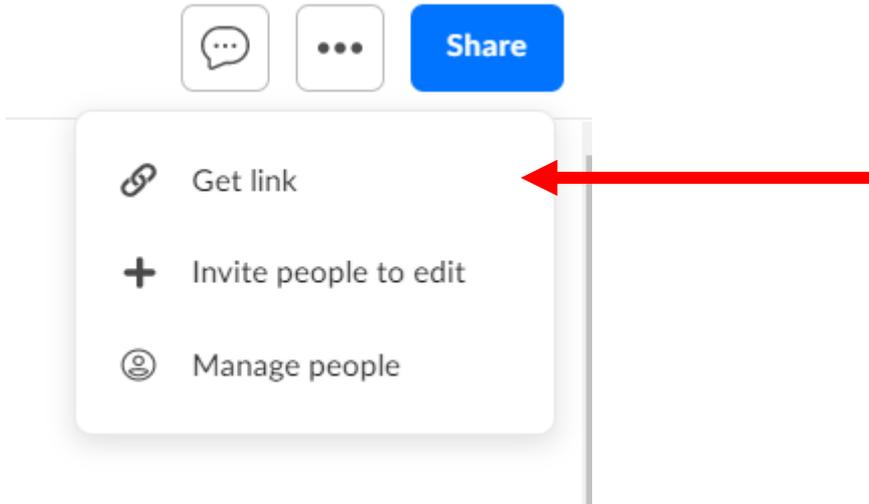
- Google is not HIPAA compliant – not recommended for SMD courses
- Google is not accessible in China



Create a Box Note



Share - Get Link



People with the Link

Shared Link for Sample Note ×

Shared Link

<https://rochester.box.com/s/q8axm1qaibnxirvq8ghumpa5qbbhuhs>

[People in your company](#) ▼ [Can edit](#) ▼

ACCESS TYPE Close

- People with the link
- People in your company
- People in this folder

Remove Link



Edit Rights

Shared Link for Sample Note ×

Shared Link

<https://rochester.box.com/s/q8axm1qaibnxirvq8ghumpa5qbbhuhs>

People with the link ▾ Can edit ▾

Close



Sample Note.boxnote



Today by Lisa Brown

263 B



Share



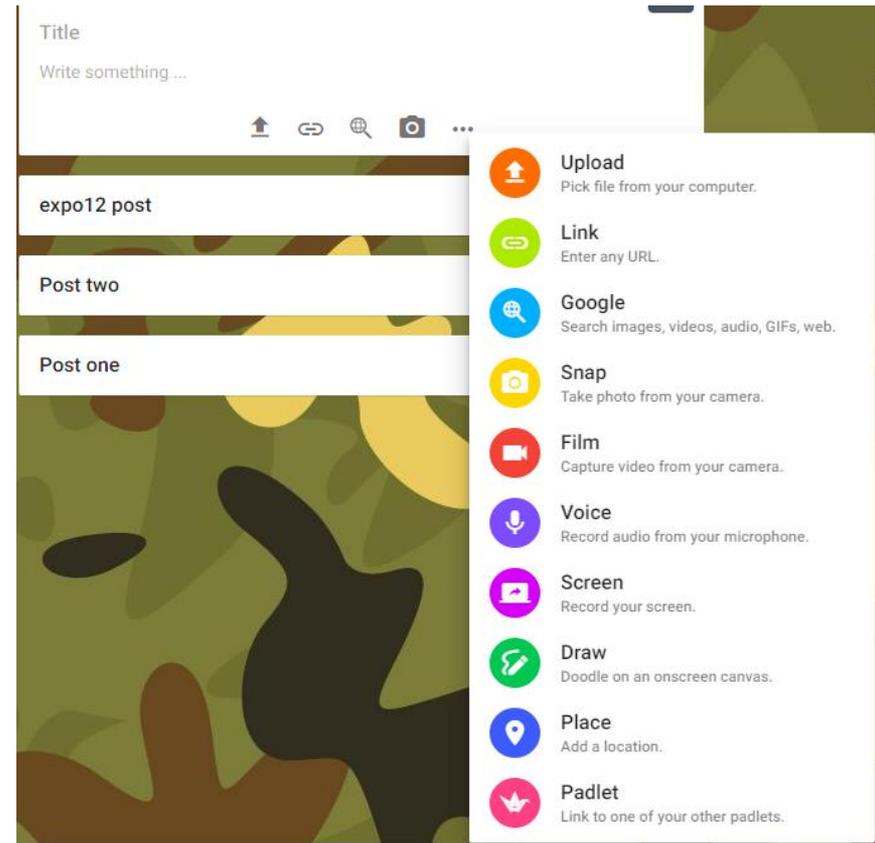
WHAT IS PADLET



Padlet is...

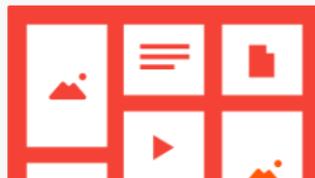
- Bulletin Board
- Collaborative Space
- Multimedia-friendly

- University Accounts
 - Unlimited Padlets
 - Ability to connect through LMS
- Faculty can request accounts



Padlet Templates

Start with a blank ...

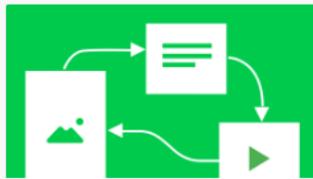


Wall

PREVIEW

Pack content in a brick-like layout.

SELECT



Canvas

PREVIEW

Scatter, group, and connect content in any way.

SELECT



Stream

PREVIEW

Streamline content in an easy to read, top-to-bottom feed.

SELECT



Grid

PREVIEW

Arrange content in rows of boxes.

SELECT



Shelf

PREVIEW

Stack content in a series of columns.

SELECT



Backchannel

PREVIEW

Communicate in a chat like environment.

SELECT



Map

PREVIEW

Add content to points on a map.

SELECT



Timeline

PREVIEW

Place content along a horizontal line.

SELECT



Padlet Examples

- Mindmap example (canvas template)
 - <https://rochester.padlet.org/taraserwetnyk1/mindmapexample>
- RNFA Timeline by Donna Steo (timeline template)
 - <https://padlet.com/mcvaydon/m6e5w54vtc2vtj5a>
- NUR370 Exam Review by Donna Steo (shelf template)
 - <https://padlet.com/mcvaydon/qhztsl9qd1rz>
- CHF Case Study by Kaitlyn Burke (shelf template)
 - https://padlet.com/kaitlyn_burke1/nm5hrvvaxbwl
- Where would you go Ice Breaker (map template)
 - <https://rochester.padlet.org/taraserwetnyk1/cm1jbe427ecn363p>



How to Get Help

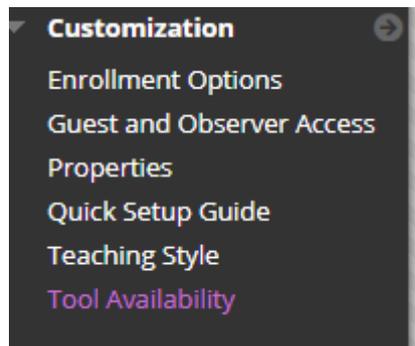
- https://padlet.com/support/padlets_makeapadlet
- <https://www.youtube.com/watch?v=7SuAKOoXNsQ>



USING PADLET WITHIN BLACKBOARD



Turn on LTI

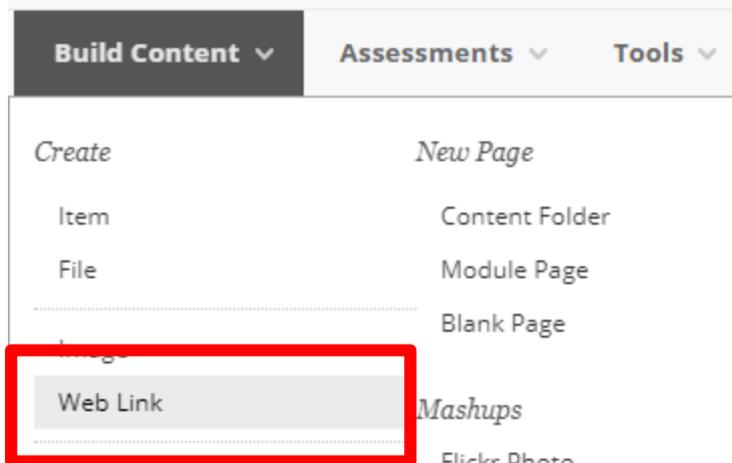


Lib Guides Basic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LTI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual Entry Textbook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<https://tech.rochester.edu/padlet/>



Build Content – Web Link



Provide Link Name and URL

WEB LINK INFORMATION

* Name

Link to Padlet

* URL

https://padlet.com/api/hooks/lti/callback

For example, <http://www.myschool.edu/>

This link is to a Tool Provider. [What's a Tool Provider?](#)



Key/Secret

Key

rochester



Secret

hrfrnvqfldm9powq



Custom Parameters

Specific to your Padlet

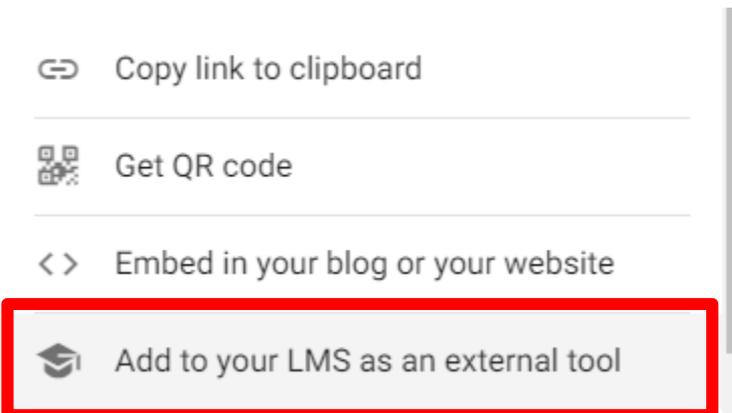
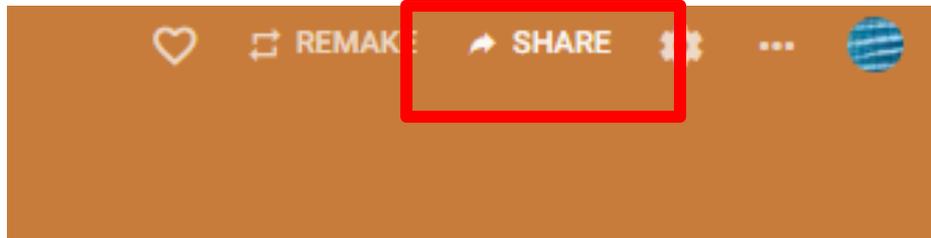
Enter any custom parameters required by the tool provider. Parameters must each be on their own line and be entered in "name=value" format.

Enable Evaluation

Yes No



Share - Where



Link Information

URL to Use



Key



Secret



Custom Parameters



← Add to LMS

This padlet is private. Only people with access privileges will be able to view and/or post on it.

Behavior

Everyone works on this padlet.

Everyone works on their own copy of this padlet.

Enter the following information in your LMS

(Secure) Launch/Tool URL [Copy](#)
`https://padlet.com/api/hooks/lti/callback`

Consumer key [Copy](#)
`rochester`

Shared secret [Copy](#)
`hfrfnvqfldm9powq`

Icon URL [Copy](#)
`https://padlet.com/logo.png`

XML Config URL [Copy](#)
`https://padlet.com/api/hooks/lti/xml_config?t`

Custom parameters [Copy](#)
`public_key=owf950sn0mn91cfs`



How to Use

Collaboration –
Everyone works on this
Padlet



← Add to LMS

This padlet is private. Only people with access privileges will be able to view and/or post on it.

Behavior

Everyone works on this padlet.

Everyone works on their own copy of this padlet.

Enter the following information in your LMS

(Secure) Launch/Tool URL [Copy](#)
`https://padlet.com/api/hooks/lti/callback`

Consumer key [Copy](#)
`rochester`

Shared secret [Copy](#)
`hfrfvqfldm9powq`

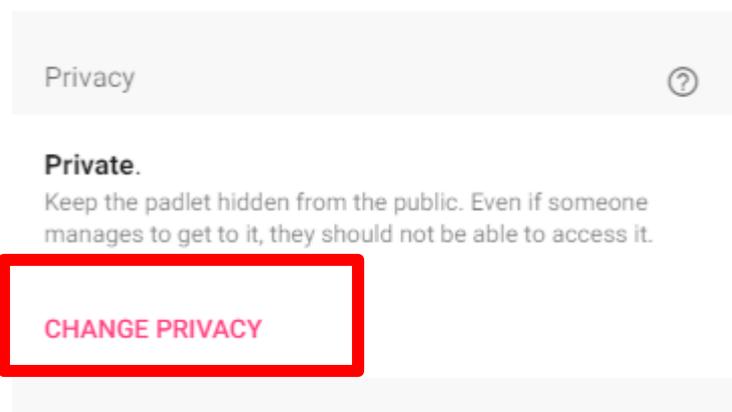
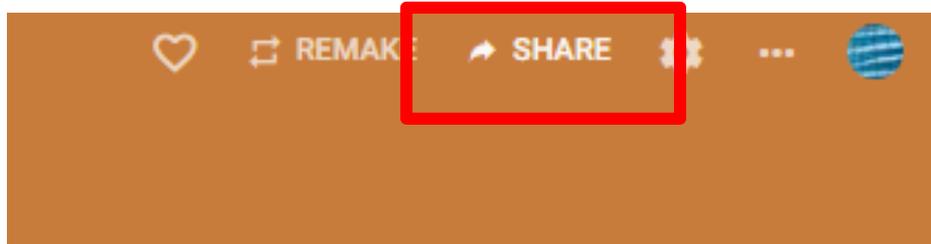
Icon URL [Copy](#)
`https://padlet.com/logo.png`

XML Config URL [Copy](#)
`https://padlet.com/api/hooks/lti/xml_config?t`

Custom parameters [Copy](#)
`public_key=owf950sn0mn91cfs`



Share - How



Permissions

CANCEL **Change privacy** **SAVE**

Private
 Keep the padlet hidden from the public. Even if someone manages to get to it, they should not be able to access it.

Password
 Keep the padlet hidden from the public. If I choose to share it with someone, they should require a password to access it.

Secret
 Keep the padlet hidden from the public. If I choose to share it with someone, they should be able to access it.

Org wide
 Keep the padlet hidden from the public. Let anyone from University of Rochester access this padlet.

Visitor permissions **Can write** ▼

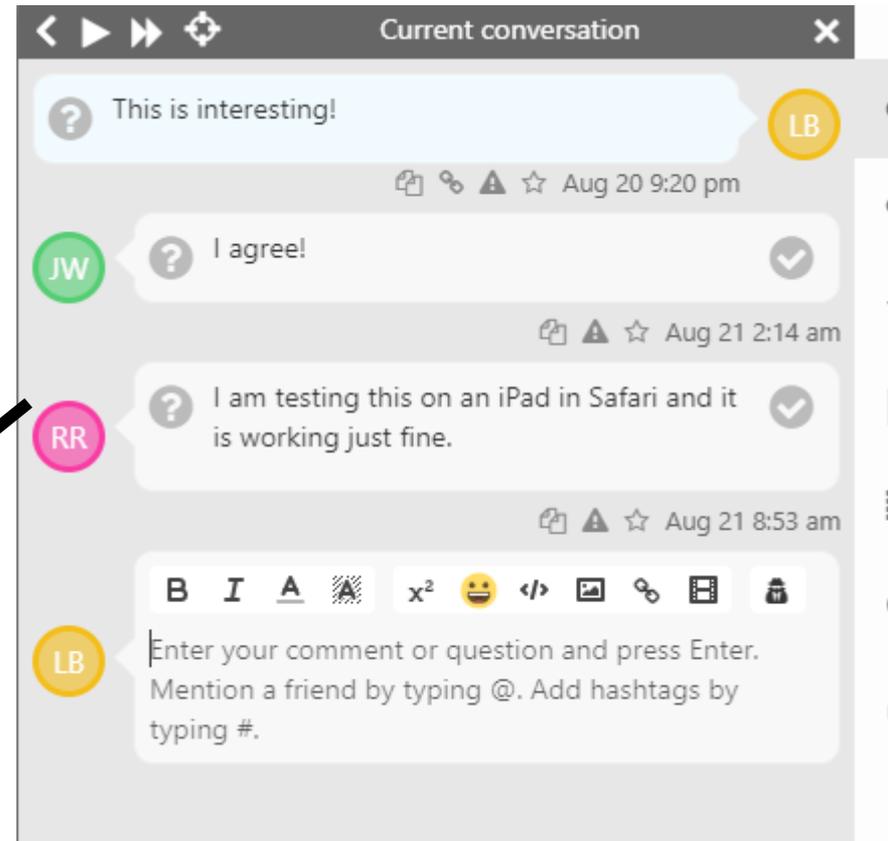
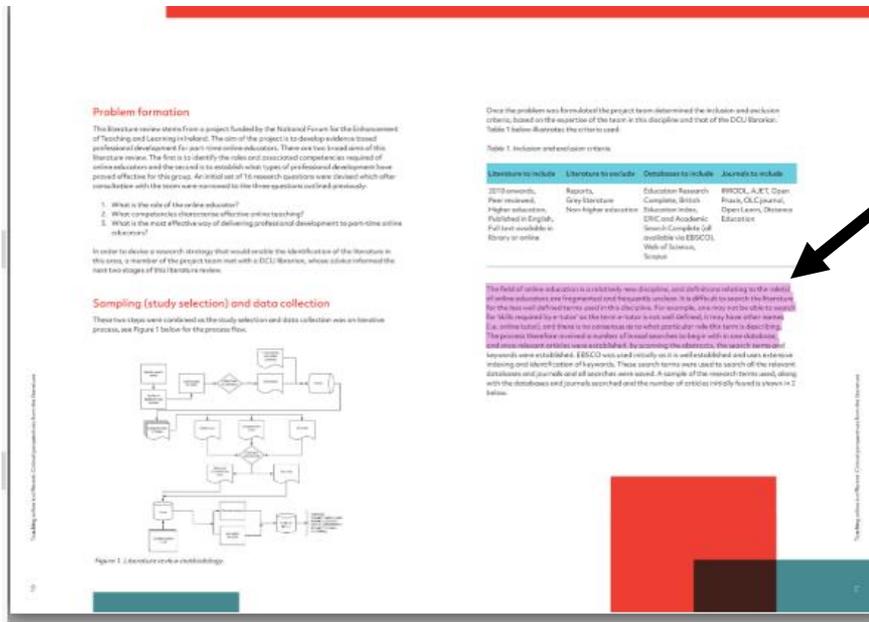


WHAT IS PERUSALL



Perusall is...

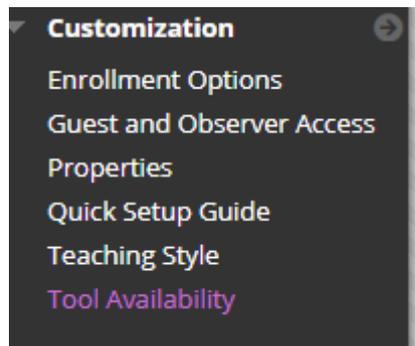
- Annotation tool
- Conversation Space



USING PERUSALL WITHIN BLACKBOARD



Turn on LTI

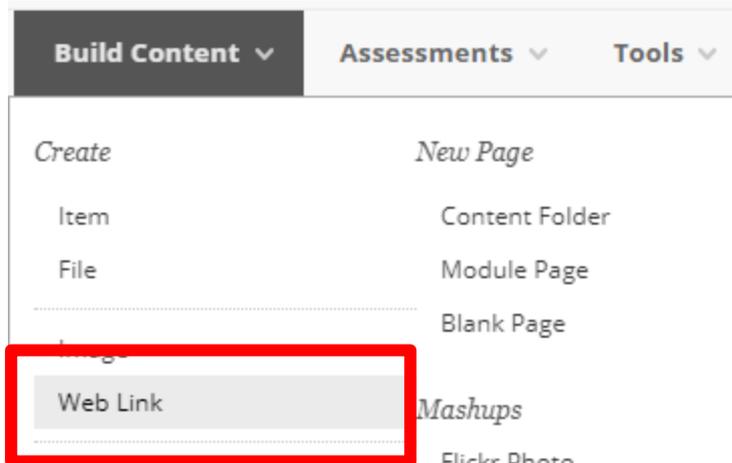


Lib Guides Basic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LTI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual Entry Textbook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<https://tech.rochester.edu/perusal/>



Build Content – Web Link



Provide Link Name and URL

WEB LINK INFORMATION

* Name

Perusall Course Home (Instructor Access)

* URL

https://app.perusall.com/lti/launch

For example, http://www.myschool.edu/

This link is to a Tool Provider. [What's a Tool Provider?](#)

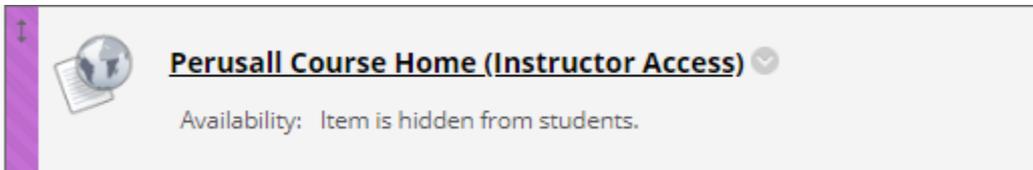
Enable Evaluation Yes No

STANDARD OPTIONS

Permit Users to View this Content Yes No



Initialize Course with Perusall



Click the link created
Will create your account
Will create course space



Upload / Add Content

The screenshot displays a navigation bar with the following items: 'Get started', 'Library' (highlighted in blue), 'Assignments', and 'Students'. A green '+ Add' button is located in the top right corner. Below the navigation bar, the 'Add content' dropdown menu is open, showing the following options:

- Book from the Perusall catalog
- Web page
- Documents from Dropbox
- Documents from my computer
- Materials from another course
- Video **New**
- Podcast **New**
- iClicker **New**
- Folder



Create an Assignment and Select Content

Get started Library **Assignments** Students **+ Add assignment** Edit deadlines

Due Mon Aug 24, 2020 9:18 pm EDT

Add assignment ×

1. **Select content to assign** 2. Set name and deadline 3. Set optional advanced options

Content to assign

← Previous step Next step → **Save changes** Cancel



Set Assignment Name and Due Date

Add assignment ×

1. Select content to assign

2. Set name and deadline

3. Set optional advanced options

Submission deadline

Monday August 24, 2020, 9:18 PM

Students can annotate for full credit until this deadline. Your course settings will determine whether there is a reply window for adding responses or partial credit for late work.

Assignment name

Optional. If you give the assignment a name, ensure each assignment has a unique name unless the identically-named assignments will be assigned to different students. [Learn more](#)

Instructions for students

B *I* **A**  x^2 😊 `</>`   

Optional. Add instructions for students: what they should focus on, tips for reading, etc.

[← Previous step](#)

[Next step >](#)

[Save changes](#)

[Cancel](#)



Set Assignment Options

Add assignment

×

1. Select content to assign

2. Set name and deadline

3. Set optional advanced options

Annotations to grade

Use course setting (2)

This overrides your course default; the course default can be changed in your course settings.

Assignment is visible to students starting on

Do not show the assignment to students on the course home page until this time. This overrides your course assignment availability settings set under Settings > General.

Assign to specific students

Select an option

Select one or more students to assign this to; leave blank to assign to all students in the course. [Learn more](#)

Assignment is fully anonymous

If checked, students will appear as anonymous when working on the assignment, and all comments will be posted anonymously. As always, nothing is anonymous to the instructor. [Learn more](#)

Assignment is optional

If checked, the assignment will display as optional for students, and scores will not be calculated or displayed in the gradebook.

← Previous step

Next step >

Save changes

Cancel



Course Settings

General

Access

Grouping

Scoring

Advanced

Course name

Perusall Test Course

Your unique course URL is based on this name. If you change the name, the URL will change.

Institution

University of Rochester (Rochester, NY, US)

Type to search for your institution, and [contact Perusall support](#) if your institution is not listed.

Course start date

Thursday August 20, 2020

Course end date

Availability period of assignments

allow students to see each assignment as soon as it has been created

When should students see each assignment? Before this time, students will not see the assignment listed in the assignments list on their course home page.

Annotation language

English

Perusall's automatic grading system will grade student comments under the assumption they are written in this language. Changing this setting will not retroactively regrade comments that have already been graded.

Release scores to students

only after instructor manually releases them in the Gradebook

When should students be able to see their Perusall assignment scores? This setting also controls when scores are sent back to your LMS gradebook, if you have integrated Perusall with your LMS.



Menu Options

Perusall Test Co... ✕

- ← My Courses
- 🏠 Course home
- ⚙️ Settings
- 📅 Gradebook**
- 👁️ Student view
- 📧 Notifications
- 📝 Notes
- 📅 Add to my calendar

Readings

Library

Teaching-online-is-differe...

- Getting_Started_with_C...
- Getting_Started_with_G...
- QM-Higher-Ed-Sixth-E...

Assignments

Aug 24: Teaching-online-i...

Chats ?

Groups +

- 📣 Announcements
- General discussion

One-on-One +

Hashtags + ?

- #grades
- #lecture
- #logistics
- #section

Recommended Reading

<https://support.perusall.com/hc/en-us/categories/360002157414-Instructors>

<https://support.perusall.com/hc/en-us/sections/360005183594-Scoring-and-grades>



Note this Menu Option



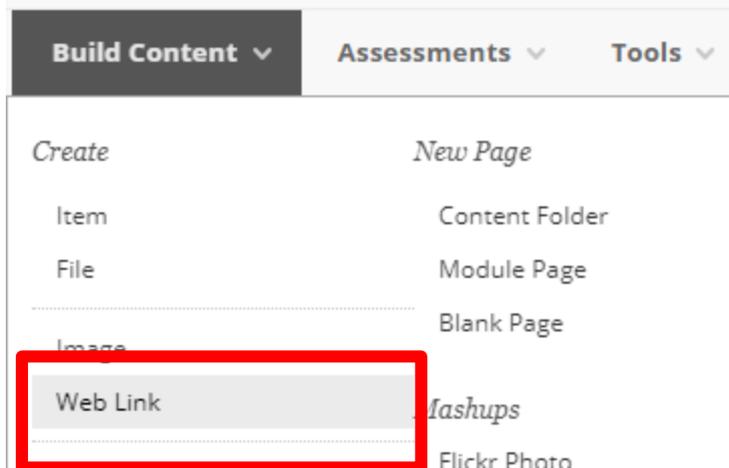
Teaching-online-is-different
Entire document
Due Mon Aug 24, 2020 9:18 pm EDT

 Open	 Edit	 Extend deadline for a student	 Copy full title for LMS	 Delete
 Analytics	 Confusion report	 All comments		



Connecting your Assignment in Blackboard

Build Content – Web Link



Provide Copied Link Name and URL

WEB LINK INFORMATION

* Name

Teaching-online-is-different

* URL

https://app.perusall.com/lti/launch

For example, <http://www.myschool.edu/>

This link is to a Tool Provider. [What's a Tool Provider?](#)

Enable Evaluation Yes No

To set additional evaluation options, use the Column settings in the Grade Center

* Points Possible

10

Visible to Students Yes No

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.



Pass-through authentication for you and your students into Perusall



[Teaching-online-is-different](#) ▼

Click the link created
Will create accounts when needed
Passes into specific assignment



**THANK YOU
QUESTIONS?**



Evaluation

- <https://forms.gle/mPDzZYpcJwiFaFPt7>



More Workshops

<http://rochester.edu/online-learning/index.html>

- **How to use Voicethread for Discussions**
 - Dates: *Friday, October 16, 12noon*
- **How to use Yellowdig for discussions**
 - Dates: *Friday, October 23, 12noon*
- **Supporting Academic Honesty**
 - Dates: *Friday, October 30, 12noon*
- **Creating and Using Blackboard Groups**
 - Dates: *Friday, November 6, 12noon*
- **How to Collect Online Assessments, including Projects, Presentations, and Performances**
 - Dates: *Friday, November 13, 12noon*
- **How to Facilitate an Online Exam**
 - Dates: *Friday, November 20, 12noon*
- **The Blackboard Grade Center**
 - Dates: *Friday, December 4, 12noon*
- **Blackboard Basics**
 - Date: *Monday, January 11, 12noon*
- **How-to Record and Deliver Video Lectures to your Students**
 - Dates: *Wednesday, January 13, 12noon*
- **Gradescope**
 - Dates: *Friday, January 15, 12noon*
- **Blackboard has a new Zoom connection tool – the Zoom Meeting Manager**
 - Dates: *Monday, January 18, 12 noon*
- **How to Facilitate a Live Zoom Class Session**
 - Dates: *Wednesday, January 20, 12 noon*



Video Tutorials

- <http://rochester.edu/online-learning/disruption/index.html>

