How-To Guide - eLearn
http://eLearn.cit.edu.au

Dialogue

Contents

Overview

The Dialogue tool in eLearn enables you to exchange messages on a one-to-one basis with your students and keep a record of these exchanges. This can be useful when you want to provide students with feedback about their work.

It also enables you to send a message to all of your students at once and to enable students to send messages to each other.

Adding or Editing a Dialogue tool in your course

1. Login to eLearn and open up the appropriate course. Once in this course, *Turn editing on* using the orange icon at the top right.

2. If creating a new dialogue, click on *Add an activity or resources* and choose *Dialogue*.

3. If editing an existing dialogue, locate the specific activity, select the *Edit* menu to the right and choose *Edit settings*. This will open up the settings page for the dialogue activity.

4. Once all settings have been set, *Save and return to course* to return back to the course page, or *Save and display* to be taken to your dialogue tool.

Settings

General

Dialogue name
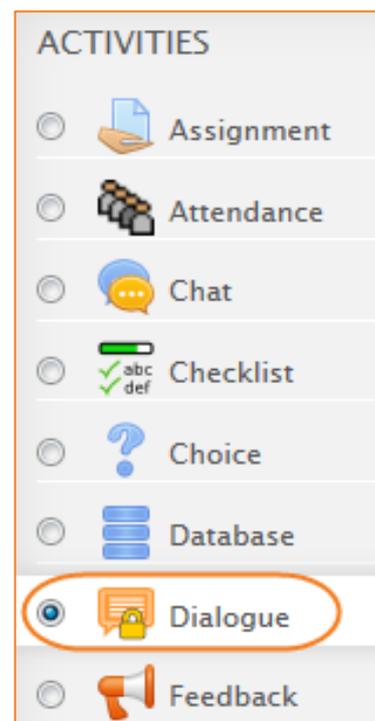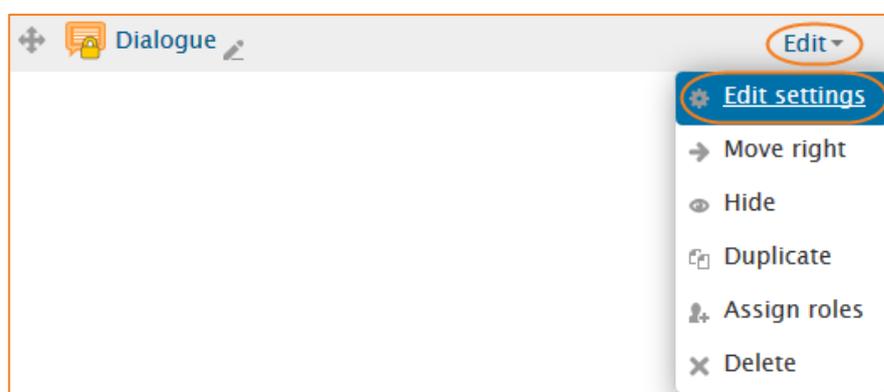
Whatever you type here will form the link learners' click on to view the Dialogue tool, so it is helpful to give it a name that suggests its purpose.

Dialogue introduction

Add a description of your dialogue here. Click the icon top left to expand the toolbar, and drag the bottom right of the text box out to expand it.

Maximum attachment size

Specify the largest size of file that can be attached to a dialogue post.

Maximum number of attachments

Specify the maximum number of files that can be attached to a dialogue post.

Use course groups

If the course has defined groups, a further restriction will be added to who a dialogue can be opened with. Dialogues can only be opened between group members. The teacher however, can access all groups and therefore can open a dialogue with any group member.

Common Module Settings
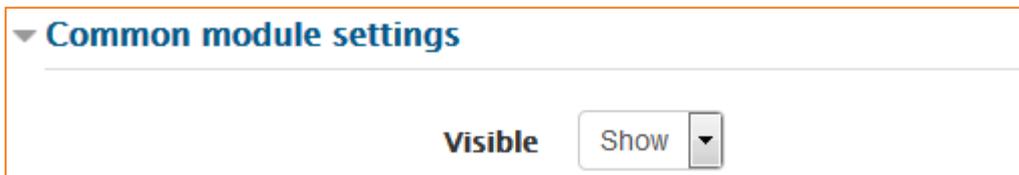
Visible

Choose whether to show or hide this item from the students.

Restrict access

See eLearn guide – Conditional Release.

Activity completion

See eLearn guide – Completion Tracking.

Once you have filled in all the require settings, click on *Save and display* to bring up the dialogue tool, or *Save and return to course* to go back to the course.

Using the Dialogue Tool

To send a message to your students using the Dialogue tool, you will need to go into the Dialogue you have created.

1. The *View conversations* tab will give you a list of any conversations you have open with your students. From this page you can click on *Create* to start a new conversation.

2. On the conversation creation page, you can choose from two different options for sending:

Send to an individual

3. In the *Open with* section, you can search for a user.
4. Click into the *People* box and start typing in the users' name. Select the user.

Send a bulk message

You can also send a bulk message to all participants in a course, or to a group of participants. See Groups and Groupings guide for more information on setting up groups.
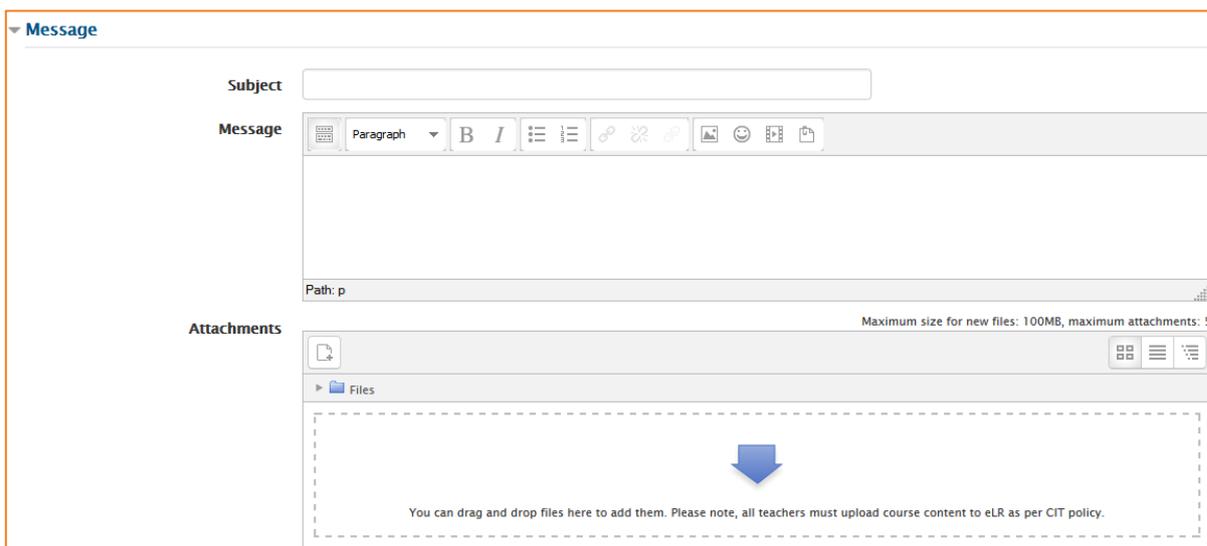
3. In the *Bulk open rule* section, you will need to select your *Group* from the dropdown menu. You can choose All participants which will send a message to all users in the course (including teachers), or choose your specific group of students.

4. If you want this message also sent out to future members of the course or group, tick the following box. This will mean that new enrolments or additions to the selected group will get a message when they are added. If choosing this option, you will need to select a *Cut off date* for when these future members will stop getting this message.

Sending your message

5. Type in your *Subject* and *Message*. You can also add *Attachments* here if you choose.

6. To send your message, click on *Send*. Otherwise you can *Save draft* to come back to it later.