

Dialogue Tool

About

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.

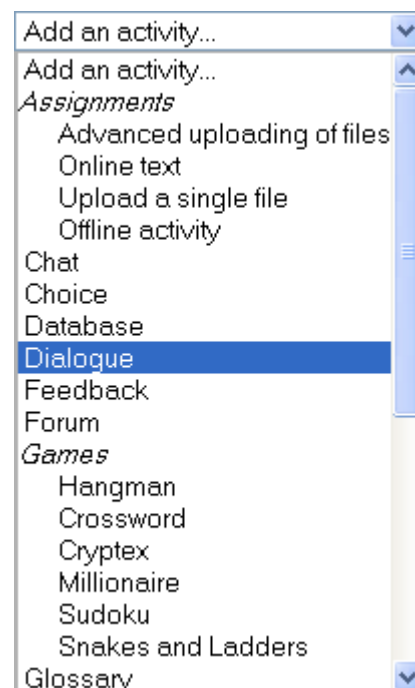
It also enables you to send a message to all of your students at once and to enable students to send messages to each other. (As a teacher, you are able to see all messages sent using the Dialogue tool)

Instructions:

1. Select **Dialogue** from the **Add an activity** drop down menu.
2. Add a title for the Dialogue tool in the **Dialogue name** field. This is the text that will appear as the link to the Dialogue tool on the course homepage.
3. Add some text about your use of the Dialogue tool in the **Dialogue Introduction** field. This might be used to explain how to use the tool and in what time-frame students might reasonably expect a response from you.

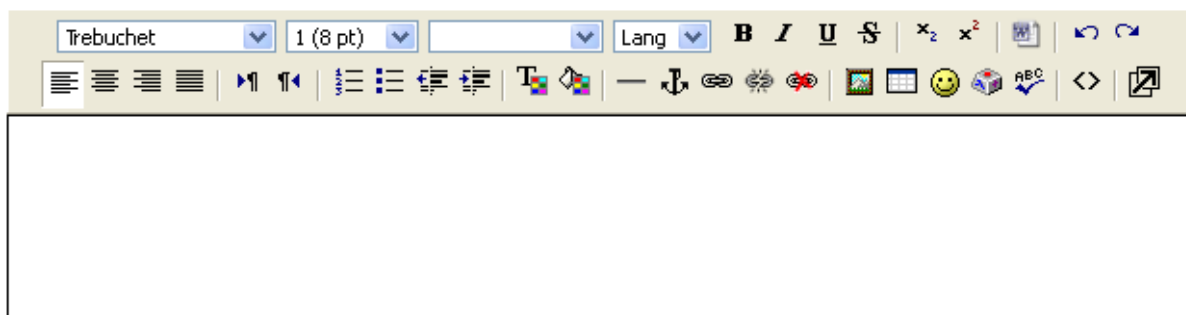
(*) – These fields are both mandatory and eLearn won't add the Dialogue tool to your course unless there is something in both of them.



If you really don't want/need anything in the Dialogue Introduction field, just type a full stop, select it and change the colour of the text to white.







Dialogue name*



Dialogue Introduction* 




Allow more than one Dialogue with the same person  No 

Delete Closed Dialogues after (Days)*  0 

Mail Notification*  No 

Type of Dialogue*  Teacher to Student 

Edit time (minutes)*  30

The **Advanced options** for the Dialogue tool enable you to create multiple dialogues with students, receive email notifications when messages are sent, determine whether dialogues can be created by students and set the time during which messages can be edited



once they have been submitted. You can also enable dialogue messages to be sent to student groups – which need to be set up using the Groups tool on the course homepage.



When you are happy with the settings for your Dialogue tool, click the **Save and return to course** button to go back to the course homepage or the **Save and display** button to go straight to the Dialogue tool.




To create (or open) a Dialogue with one or more of your students, click the **Open a Dialogue** tab.

Select the name of the individual that you want to communicate with or **All participants** to create a Dialogue with all students in the course. Choosing **All participants** will still mean that your Dialogues are only visible to the individual students but this will save you from having to open dialogues saying the exact same thing with every student separately.

Open a Dialogue with*  Select... 

Subject*  Select... 

Type the first entry here*  All participants

Give the Dialogue a **Subject** – just the same as the subject line in an email that you might send someone – and type your message in the large field. You are able to format the text in here, create web links and add images using the buttons in the toolbar. You can also attach files of up to 100MB to messages – and your students can do the same.

Click the **Submit dialogue** button to send your message.

You can keep track of new Dialogue messages either by having Mail Notification set to **Yes** in the Dialogue settings or by going into the Dialogue tool and looking at the **Unread entries** column.

Click on the name of person that you are having a Dialogue with to open that Dialogue and read the messages.

When a Dialogue is finished, you have the option to close it by clicking the **Close** link at the top right hand corner of the Dialogue. This will move the Dialogue to the **Close Dialogue** tab. You will still be able to read the Dialogue but neither party will be able to use it to send additional messages.

