Step by step guide to using the closure forum

The closure tab with the closure forum allows ONE entry point for all students in all your courses. It is essential that this is used so that we have an attendance register for your course during the closure period.

Your learning may then take place in whatever other platform your students are used to. While we would like this period to enhance teacher and student online learning, please do not overwhelm your students initially with new tools and platforms. Stick to what they know.

Please make sure you use this URL for Moodle: https://msmoodle.wab.edu/

A screen cast of this explanation can be found here.

Step 1: Ensure all your students are in the correct home room group

Go to your participants tab and select “enrolled users” and make sure all your students are in the correct home room group and that any “stray” students that don’t belong in your class are deleted. Your TAs can help you with this. To change groups students are in see this libguide.

You can check for “strays” under Group by selecting “no group” it will show you students not allocated to a group. Ensure your TAs and other adults such as learning support are allocated to all groups.

TIP: add yourself as a student to one of the groups otherwise when you’re checking in “student view” you won’t be able to see the posts.
Step 2 Go to the closure tab and remove anything except the forum

Your normal work will still be in its normal place, either as a tab in Moodle or in Teams or Evernote. Do not create confusion by putting it under the closure tab. Please also do not use the “chat” function in the closure tab – you can use this within your course content. We want to keep everything as uncluttered and easy to follow as possible.
Step 3 Populate the School Closure Learning Forum

Click on School Closure Learning Forum and “Add a new discussion topic”

You will then

- put the week as a subject,
- post a LINK to where your students will find the work they need to do and
- ask them to mark themselves present by replying to the forum.

They can also interact with you and their classmates by replying to this thread. You can post to “All participants” or just your group. Please be careful especially for Advisory groups or mentor groups that you don’t post to “All participants”
Once you have posted the discussion topic all members of the team, including yourself will get an email notification.

Responses to the topics will also result in an email – this means that even students /teachers who cannot access Moodle will be able to follow and respond.

**Step 4 Discussion Topics**

You will see all the discussion topics by Group, and number of replies. You can filter by all participants or group. You can also see the discussions by group or day depending on how you want to set up your learning.

As you can see, clear labeling of the discussion will help you keep track over time of attendance.
In this forum, students can acknowledge the work set and can post a reply.

<table>
<thead>
<tr>
<th>Discussion</th>
<th>Started by</th>
<th>Group</th>
<th>Replies</th>
<th>Last post</th>
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<td>Nadine Bailey</td>
<td>8.4</td>
<td>0</td>
<td>Nadine Bailey Sat, 1 Feb 2020, 3:23 PM</td>
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