

Communication Options in Cougar Courses

Communication Tool	Common Uses	Instructor to Student	Student to Student	How to Set it Up	Considerations
News Forum	Announcements to the entire class	X		Pre-set in every course (Displays in Latest News block)	<ul style="list-style-type: none"> • Posts to this forum also are sent to students' CSUSM email. • Use Display period settings for delayed send. • Alert your students that the sender appears as "do not reply"
Chat	Online office hours by appointment Team planning Q & A sessions	X	X	Created in course via "Add an activity"	<ul style="list-style-type: none"> • Real – time, text only conversation • Sessions can be saved & shared • Can be set to groups • May be a one-time or set to repeating
Zoom	Multiple participants video chat by appointment	X		Created in course via "Add an activity"	<ul style="list-style-type: none"> • Collaboration can include document and desktop sharing • Meeting can be recorded
Email via Navigation > Participants	Emailing individual students	X	X	Find Participants in the Navigation Block	<ul style="list-style-type: none"> • No ability to add attachments • Group-mode courses enable using this method for contacting separate groups
Forum	Facilitating student-to-student discussion	X	X	Created in course <i>via Add an activity>forum</i> Introduction to Forums Setting up Forums Grading Forums Using Forums	<ul style="list-style-type: none"> • Can be setup for whole class, or smaller groups. <ul style="list-style-type: none"> ◦ To use groups, must first set up groups • 4 different forum types • Posts can be sent to students' CSUSM email, though "forced subscription" not recommended. If set to "optional subscription", users profile settings determine whether they receive emails • Instructor replies to posts are not private.
Forum configured for privacy	Instructor to student private communications, including journaling	X		Created in course <i>via via Add an activity>forum</i>	<ul style="list-style-type: none"> • Must first set up groups of 1 person per group, and set forum common module settings to separate groups.
Messages Block	Communication between anyone on the Cougar Courses site	X	X	Block is pre-set in Cougar Courses	<ul style="list-style-type: none"> • Each user's profile settings determine whether messages result in an email, pop-up, or no notification; Therefore, it is possible to overlook incoming messages. • Because messaging is site wide, deleting the block from your course does not delete it from other courses. Students may still message you from other courses.