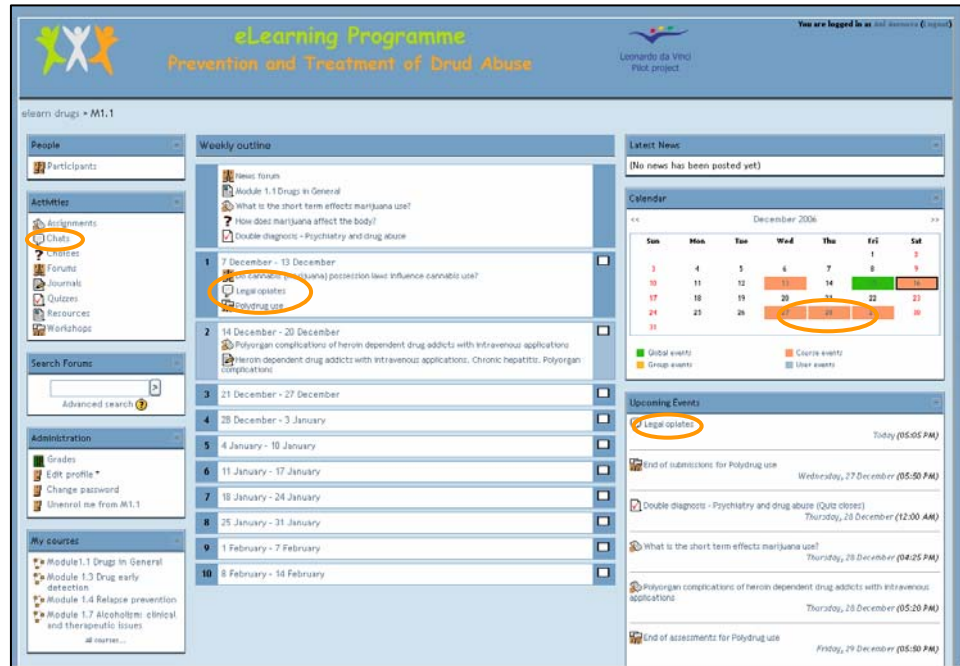**7. Chat**

The Option Chat takes you to a chat room. It is used for real-time (synchronous) discussions. Chatting is a very efficient way to discuss things in real-time with peers. Chatting rooms are helpful to support the social atmosphere in the group enrolled for the same module.

activity screen. In this example you can see on the Calendar that the date 14th December is marked as a **course event**. Point the mouse at this date to see an icon and an advertisement of the scheduled Chat event
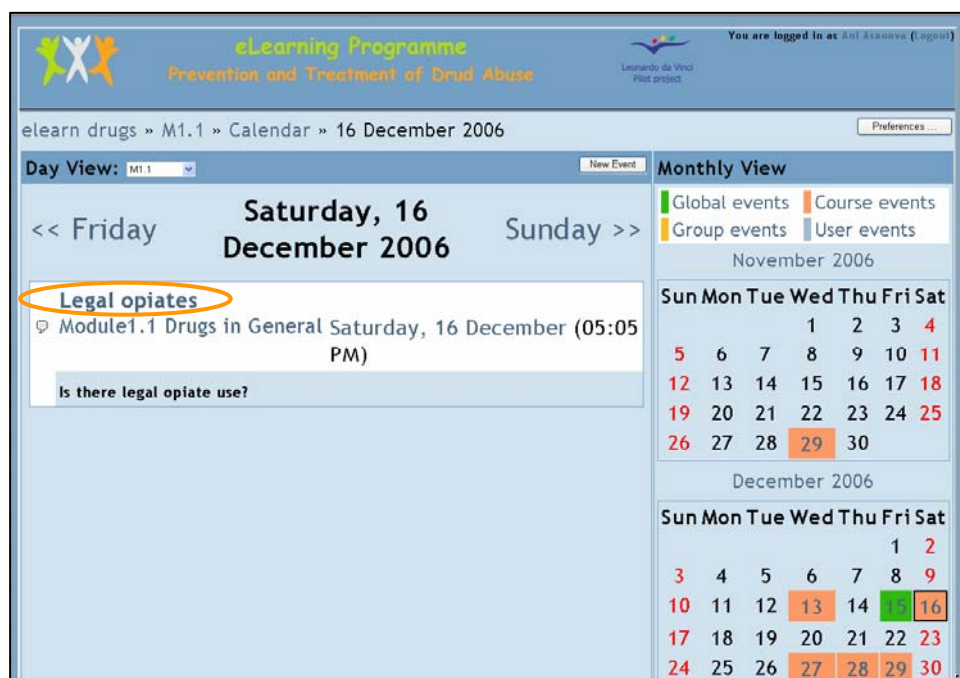
7.1 Go to the **Module**

7.2 Click on the date to see the **Chat advertisement screen**.

This is an example of the Chat for the "Module1.1 Drugs in General". Chat title is "Legal opiates"

7.3 If you want to enter the chat room, go to the **Module activity screen** and click on the chat name. You will then see the Chat screen

7.4 Click on **Click here to enter the chat now** to enter the chat room

7.5 Click on **View past session** to see a past session.
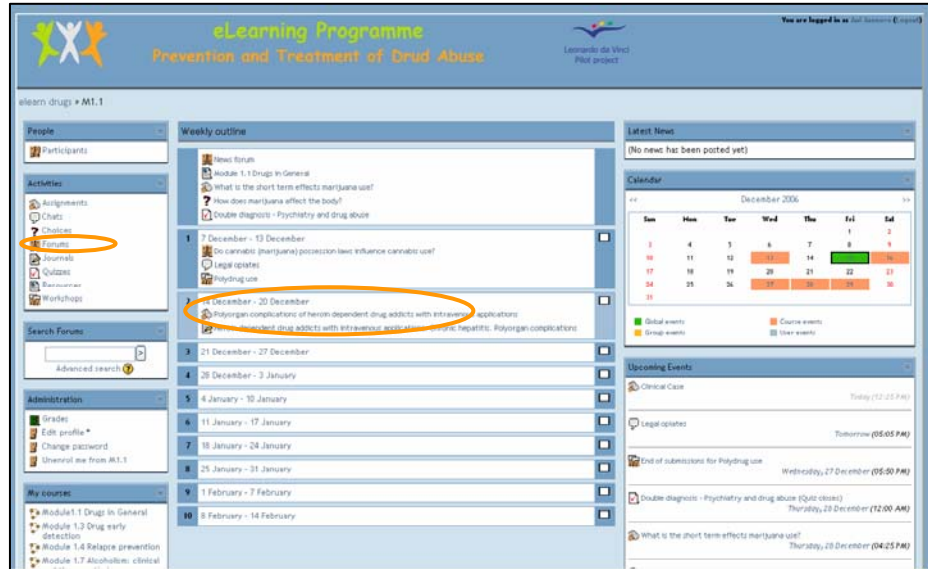
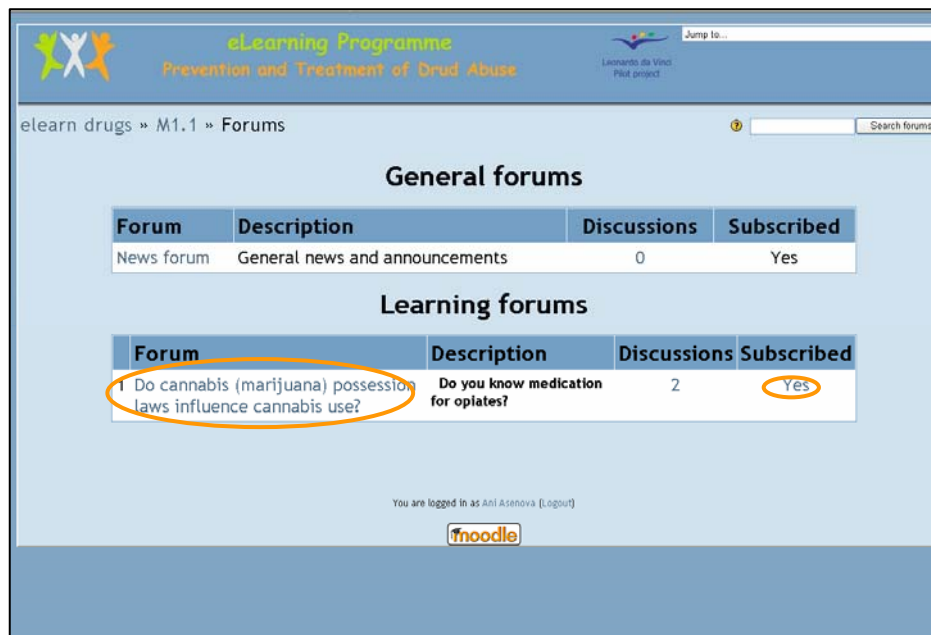7.6 This is a chat session in progress.

8. Forum

This is basically an online bulletin board used to discuss various topics. It is asynchronous discussion which doesn't require that everyone is online at the same time. Besides the time benefits, the asynchronous approach provides an archive of all discussions throughout the course to be saved in your profile. Another benefit is that such discussion enables certain students to participate who would normally be excluded from live discussions, either because they are quiet or they don't think as fast.

8.1 If you want to discuss topics of your interest click the **Forum** button in the Activities menu on the left side of the Module activities page.
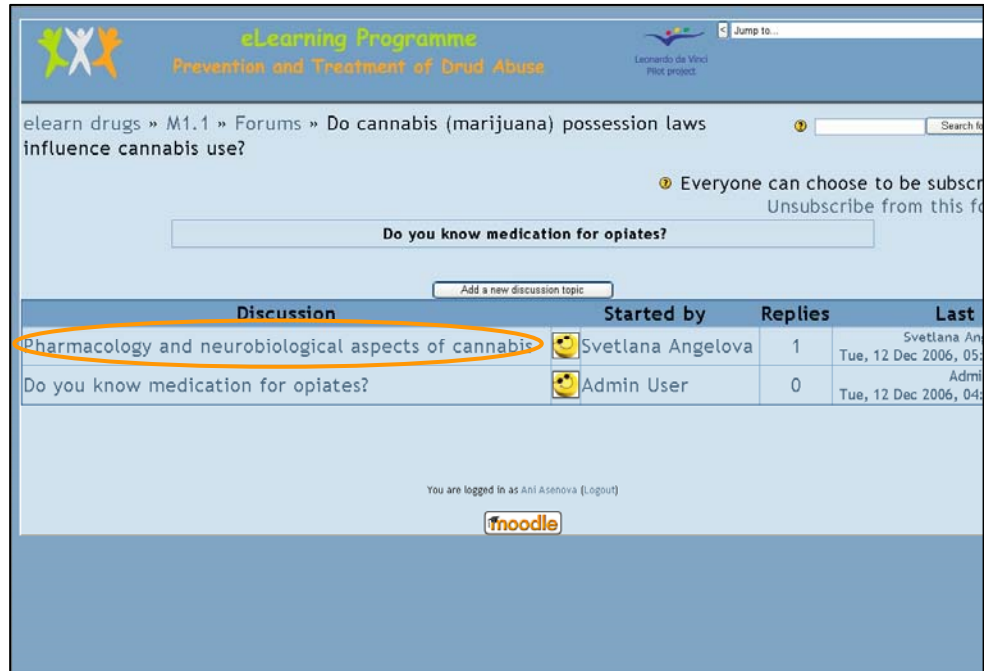

8.2 You will see then the "Forums" page with a list of ongoing discussions. Click twice on the topic of your interest and enter the **Discussion** page.

8.3 On the Discussion page you will find several options:

Add a new topic; view the profiles of participants in discussion; view existing replies
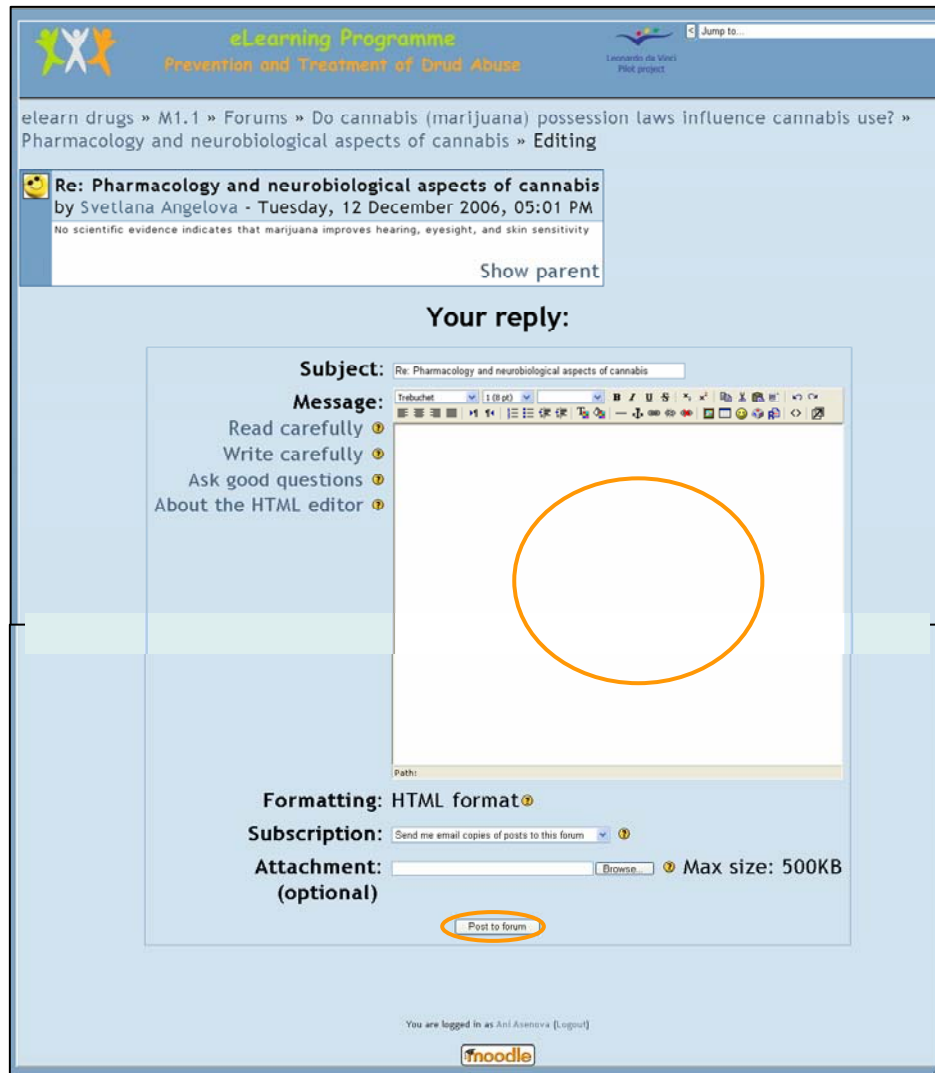
8.4 To view a post, click on an item from **Discussion.**

8.5 If you want to respond to an ongoing discussion click *Reply* on the left of the screen

8.6 Write your message in the blank field
and click **Post to forum**

8.7 If you want to start a new discussion
click on **Add a new topic** on the Forum Discussion page

8.8 Write your message in the window

in the page **Your new discussion topic**

and click **Post to forum.**

If you have any further questions or difficulties while using this web-based educational system you may contact the system administrator at mesada.admin@gmail.com. The system administrator will provide you with the required assistance and support.
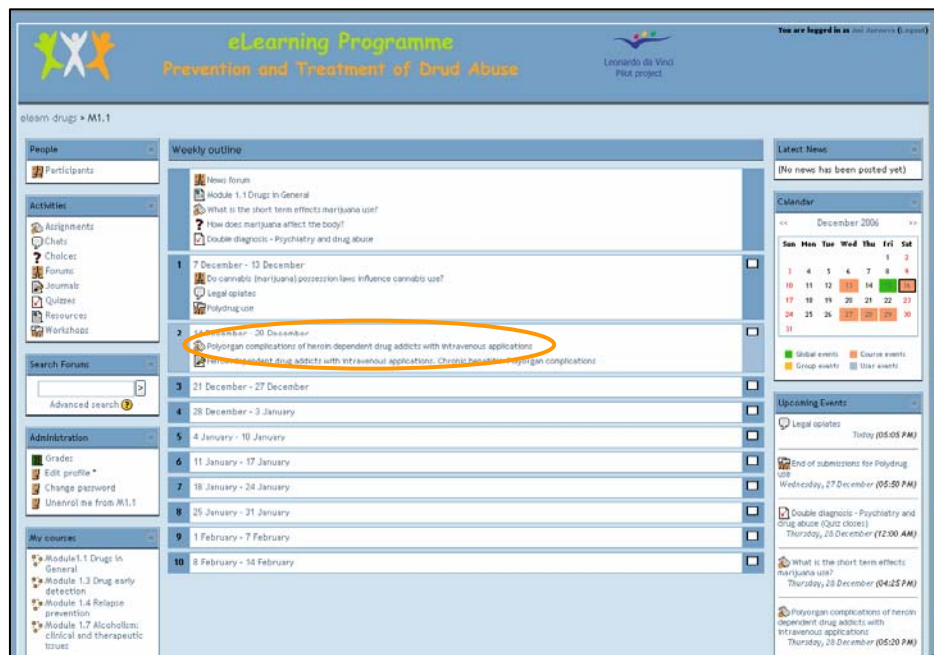
9. Assignment

Assignments are a simple, useful ways to collect more authentic responses from the students. The assignments make an important contribution to the assessment and certification of student work. These are student's individually developed materials: modules, assay, review.

An assignment is a specific type of activity that allows you to develop a personalized task assigned by tutor: topics for individual work, part of educational module, essays, reports etc.
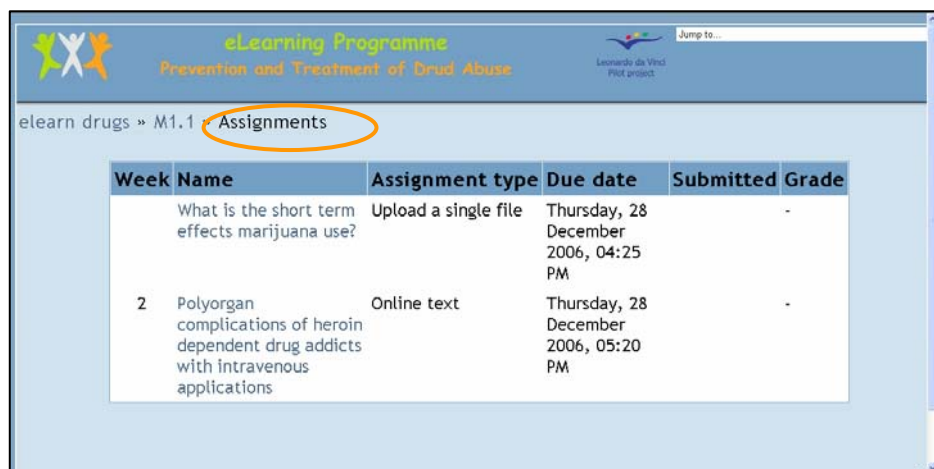
After the tutor gives you an assignment, you will find it on the Module activity page. You are supposed to

submit the report on the assignment according to the tutor's requests using a creative approach. You can submit it electronically by uploading a file of any type (Word, PowerPoint, etc.) The assignment report can also be sent by postal mail by sending a paper copy. Successfully completed assignments are awarded credits.

9.1 On the Module activity screen you can see your assignments. Click on the assignment name.

9.2 You will see the **Assignment screen with a title of your assignment and a** description of the assignment: a type assignment, with details
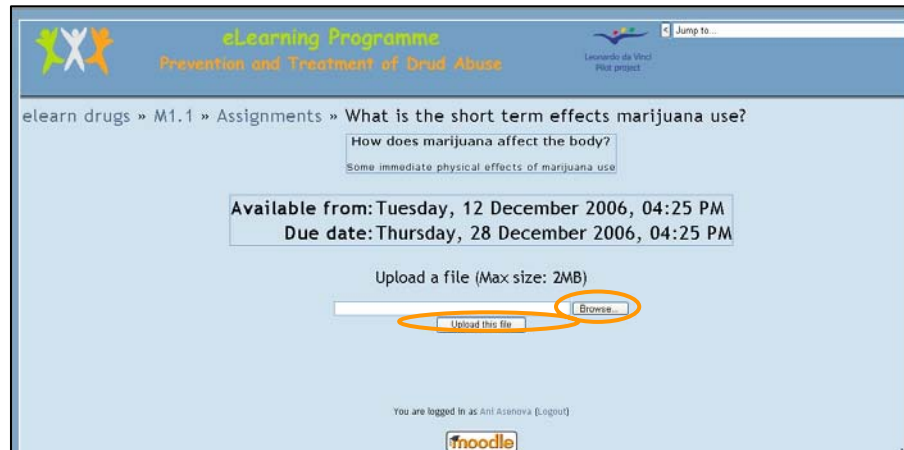
e.g. a deadline for its preparation, could it be reaploaded/resubmitted after evaluation.

9.3 Prepare the material, you are asked in a file.

After you have prepared your report, click the **Browse** button to find your file with the report/material that you have to upload, and send to your tutor.
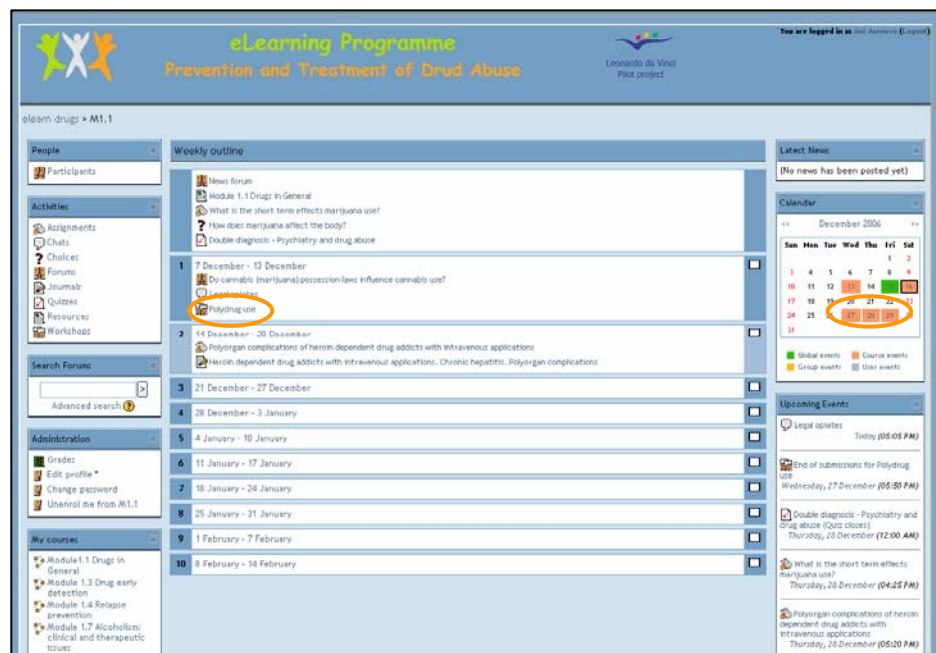
9.4 Now click **Upload this file** to finish.
You will receive the of your tutor as evaluation and remarks

9.5 Your tutor will receive your report, will check it and will send you a link to the feedback on your e- mail address.
Click on the link to open a screen, where you can find the evaluation and remarks of your tutor.

You can upload only one file. If you repeat the upload procedure you will replace your previous submission.

The deadline of your assignment will be marked in the Calendar and assignment submissions will automatically be inactivated on this date.

10. Workshop

A Workshop is a course peer assessment activity with a huge array of options. It is designed so a student's work can be submitted and offered for peer review within a structured framework.
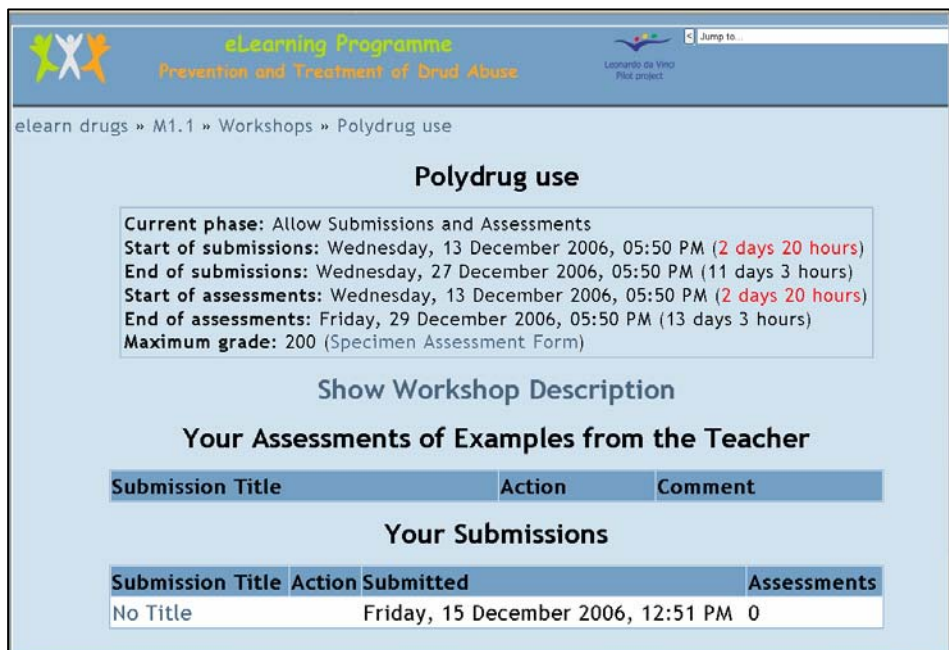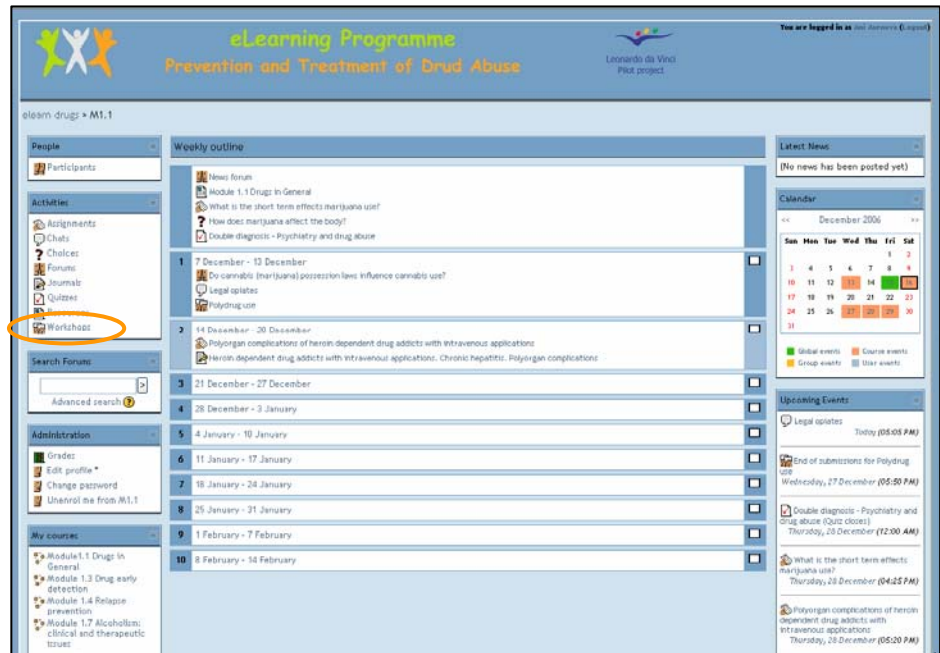Workshops provide a process for both instructor and peer feedback on open-ended assignments, such as essays and research papers.

bad examples of an assignment so students/you can practice critiquing. This gives students/you a valuable opportunity to calibrate the judgments against expert opinion.

If you realize that your evaluation of a work is significantly different from tutor's, you can ask a tutor to work with you to figure out why.

There are easy-to-use interfaces for uploading assignments, performing self-assessments, and peer reviews of other students' papers.

Workshops also allow students/you to evaluate example assignments uploaded by a tutor.
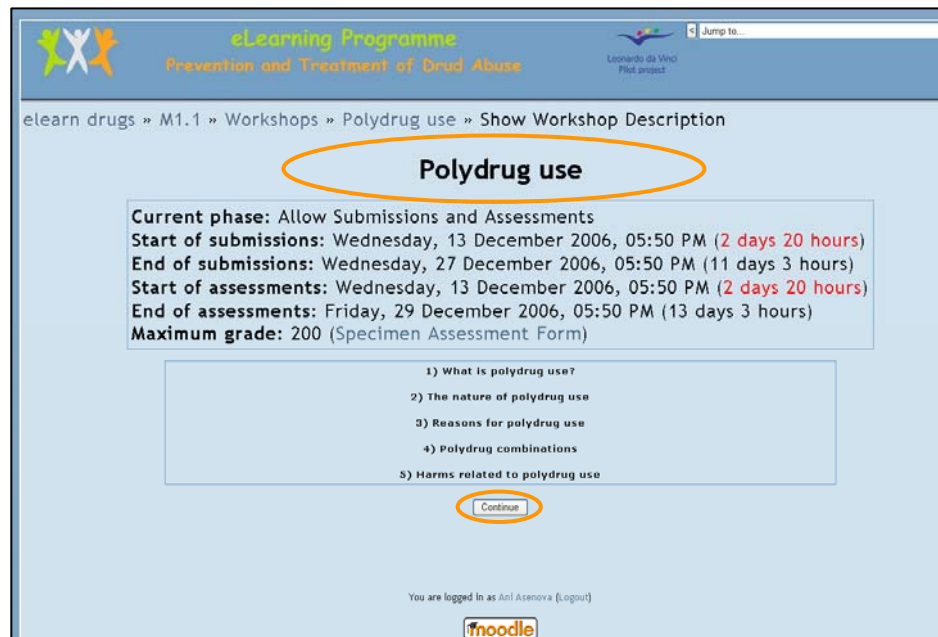

A tutor can upload good and

10.1 On the Module activity screen you can see Workshop of your interests. Click on the Workshop button from the menu

10.2 You will see the **Workshop** screen with a title of your Workshop.

Click on **Show Workshop Description.**

10.3 See the description of the Workshop into window and press Continue for your comments.