

ReggieNet: Little Tools for Teaching

ReggieNet has a number of tools that are useful for various purposes

- Attendance – take and grade attendance
- Blogs – allows students to create public or private journal entries
- Dropbox – share files with individual students
- Polls – ask a simple multiple choice question, and see how students respond
- PostEm – provide feedback that is non-numerical
- Roster – View the members of your site, with pictures
- SignUp – allow students to sign up for appointment slots

Attendance

The **Attendance** tool allows instructors to record attendance for multiple sessions or events within ReggieNet. Attendance can be marked, and can also be graded either manually or automatically. Students can view their attendance as well.

The **Attendance** tool can be added by going to **Site Info > Manage Tools**, and selecting **Attendance** in the tool list.

ATTENDANCE

Take Attendance

Student Overview

Grading

Settings

Take Attendance

Click on **Add Attendance Item** to add new attendance items. Click on the **Take Attendance Now** button to immediately take attendance.

Add Attendance Item

Attendance Item	Date	Present	Absent	Excused	Late	Left Early	Edit	Print
Class 1	6/11/18 12:00 PM	2	1	1	1	0		
Class 2	6/13/18 12:00 PM	4	0	0	1	0		
Class 3	6/18/18 12:00 AM	0	0	0	0	0		

Take Attendance Now

Adding attendance items

You can create an attendance item by clicking the **Add Attendance Item** button.

Enter the Item name, select a date with the calendar picker, and enter the time. Click **Create** (or **Create & Add Another** if you wish to add more than one item at a time).

Add an Attendance Item

Attendance Item Name *

Attendance Item Date :

Clicking the **Take Attendance Now** button will also create an attendance item, whose details can be edited later.

Attendance items can be edited or deleted by clicking the **Edit** icon  to the right of the item name.



Taking attendance


To take attendance, click on the item name. Select the appropriate radio button for each student. Click on the blue double arrow icon to update the overall statistics.

You can mark all students at once by choosing the appropriate option from the **Mark displayed students as** dropdown list.

You can provide individual comments by clicking on the thought balloon icon in the far right corner – filled in icons indicate the presence of a comment.

If you have created groups for the course, you also have the option to select a group to display using the **View** dropdown list.

Take Attendance > Class 3 6/18/18 12:00 AM  






Attendance Item Statistics 

Present	Absent	Excused	Late	Left Early
3	1	0	1	0

Take Attendance

Mark displayed students as

View

Student Name	Present	Absent	Excused	Late	Left Early	
Travers, Steve (sttrave)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
zzStudent1, zzDemo1 (zzstu1)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
zzStudent2, zzDemo2 (zzstu2)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
zzStudent7, zzDemo7 (zzstu7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
zzStudent8, zzDemo8 (zzstu8)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Student Overview

Clicking **Student Overview** in the toolbar displays a summary of all students.

Student Overview

This page displays a report that details attendance totals for each student and allows for grading.

View Entire Site ▼

Student Name ▲	Present ▼	Absent ▼	Excused ▼	Late ▼	Left Early ▼	Grade ⚙ Total: null
Travers, Steve (sttrave)	2	0	1	0	1	<input type="text"/>
zzStudent1, zzDemo1 (zzstu1)	2	0	1	0	1	<input type="text"/>
zzStudent10, zzDemo10 (zzstu10)	4	0	0	0	0	<input type="text"/>
zzStudent2, zzDemo2 (zzstu2)	3	1	0	0	0	<input type="text"/>
zzStudent3, zzDemo3 (zzstu3)	4	0	0	0	0	<input type="text"/>
zzStudent4, zzDemo4 (zzstu4)	1	3	0	0	0	<input type="text"/>

Click on a student's name to see statistics and enter attendance information for that student.

Grading

You can provide a grade for students' attendance either manually, or by setting up grading rules. To turn on grading, click **Grading** button in the toolbar. Enter a value in the **Total Points Possible** box; this will cause the grading settings to appear.

There are options to allow students to see their grade within the tool, and to send the grades to the Gradebook. Choosing this option will automatically create an item in the gradebook with the name you enter in the box.

Grading

Edit Grade Settings

These settings control the grading options. Enter a value for the total points possible to enable grading across the tool.

Total Points Possible

☒ Allow students to see their grade within this tool

☒ Send grades to the Gradebook

Gradebook Item Name

Grading Mode

☒ Manually grade students' attendance.

☐ Define rules to automatically grade attendance.

If you select "Manually grade students' attendance" you will be able to enter a grade either on the Student Overview page or at the top of an individual student statistics page.

Be sure to click the **Save Settings** button any time you make any changes.

Grading with rules

The attendance tool can also be set up to assign grades automatically based on rules that you create. You first choose whether students start with the maximum number of points, and lose points for missing class, or start with zero points and earn points as they attend. Once you have chosen which method you prefer, you then have to add a rule for each value of a status that you wish to define.

Grading Mode

☐ Manually grade students' attendance.

☒ Define rules to automatically grade attendance.

☐ Students start with the total number of points and lose points as they miss class

☒ Students start with zero points and earn points as they attend class.

Save Settings

Add Grading Rule

Add grading rules using the form below.

[How do I add rules?](#)

Status	From	Through	Points	
Choose One ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Rule

For example if there are 5 attendance items, the maximum value is 5 points, and each item is worth one point, you would need the following set of rules:

Grading Rules

Student receives 1.0 points for being Present 1 through 1 times.

Student receives 2.0 points for being Present 2 through 2 times.

Student receives 3.0 points for being Present 3 through 3 times.

Student receives 4.0 points for being Present 4 through 4 times.

Student receives 5.0 points for being Present 5 through 5 times.

Settings

There are five statuses included in the Attendance tool: Present, Absent, Excused, Late, and Left Early. You can choose which statuses are displayed; you can also change the order by dragging and dropping items up or down the list.

There is also an option to choose whether to show comments to students.

Blogs

With the Blogs tool, you may:

- Create blog posts viewable by all members of the site, or admins only.
- View and leave comments for the blog entries of other users.
- Receive comments on your blog entries from other users, as well as leave your own comments.
- Add RSS news feeds for the blogs of other users, as well as for your own.

If the Blog tool is not already added to your site, you can add it through **Site Info > Manage Tools**.

Accessing the Blogs Tool

You'll see a list of the blogs that other site participants have created and to which you have access, along with the number of blog entries for each blogger and the date and time of their most recent activity. In addition, ReggieNet displays an RSS feed icon for each blog.

ReggieNet also displays the **My blog** link, for access to all of your own blog entries, as well as the date and time of your last activity.

Edit Status Settings

Drag and drop the statuses below or change the number in the box to reorder them. Statuses that have been checked are active and will be shown throughout the attendance tool.

☒ 1 Present

☒ 2 Absent

☒ 3 Excused

☒ 4 Late

☐ 5 Left Early

ADD BLOG ENTRY

PERMISSIONS

LINK

HELP

[My blog](#) You last blogged on May 18, 2018 at 2:03:53 PM

All the blogs

[View All Blogs](#)

Blogger	Entries	Last Updated	
Charles Bristow	1	May 18, 2018 2:03:53 PM	
zzDemo7 zzStudent7	1	Aug 20, 2012 8:29:38 AM	
zzDemo8 zzStudent8	2	Aug 20, 2012 8:28:43 AM	

Viewing and Managing Your Blog Entries


1. Click the **All the blogs** tab at the top of the page.
2. Click the **My blog** link. ReggieNet displays a page similar to this one:

ADD BLOG ENTRY
ALL THE BLOGS
PERMISSIONS

LINK
HELP


Charles Bristow

Draft - Draft blog entry

 May 18, 2018 2:38 PM


Unfinished

[Edit entry](#) |
[Remove entry](#) |
[0 comments](#) |
[Leave a comment](#) |
[Permalink](#)



Charles Bristow


This tool will be replacing the Clog tool in ReggieNet

 May 18, 2018 2:24 PM

The clog tool will no longer function in Version 12 of Sakai, so we need to replace it with this tool.

[Edit entry](#) |
[Remove entry](#) |
[0 comments](#) |
[Leave a comment](#) |
[Permalink](#)

This is the blog tool

 May 18, 2018 2:03 PM

With the Blogs tool, you may:

- Create blog posts viewable by all members of the site, or admins only.
- View and leave comments for the blog entries of other users.

[Receive comments on your blog entries from other users, as well as leave your own comments.](#)

- On this page, you may view all of your blog entries, both published and in draft mode. You may also take a variety of actions:
 - To edit an entry, click the **Edit entry** link.
 - To remove an entry, click the **Remove entry** link
 - To view comments for a blog entry, click the **comments** link.
 - To leave a comment for an entry, click **Leave a comment**

Adding a Blog Entry

- Click the **Add blog entry** tab. ReggieNet displays the **Add a new blog entry** page.
- In the **Title** box, enter a title for the blog entry. An entry here is required.
- In the text box, add your content. An entry here is required.
- Specify who may view your blog entry. You can choose to make your post available to site administrators (Instructors) only; all members of the site; or public. Note: If you select **This entry is publicly viewable**, you must still provide the entry's URL to users.
- If you want to publish your blog entry, click **Publish Entry**. If you want to save your work but do not want to publish the entry, click **Save Draft**. If you do not want to save your work, click **Cancel**.

Choose who can see this entry

☐ Only site administrators and I can see this entry
☐ All members of this site can see this entry
☒ This entry is publicly viewable

Editing a Blog Entry

1. If the main page for the **Blogs** tool is not displayed, click **BLOGS** in the breadcrumb bar or click the **All the blogs** tab at the top of the page.
2. Click the **My blog** link.
3. For the appropriate blog entry, click the **Edit entry** link. ReggieNet displays the **Edit a blog entry** page.
4. Make all appropriate changes to the entry's content and/or settings.

Removing a Blog Entry

1. If the main page for the **Blogs** tool is not displayed, click **BLOGS** in the breadcrumb bar or click the **All the blogs** tab at the top of the page.
2. Click the **My blog** link.
3. For the appropriate blog entry, click the **Remove entry** link. Click **OK** in the pop-up dialogue box that appears. Or, if you do not want to remove the entry, click **Cancel**.

Viewing Blogs of Other Users

1. If the main page for the **Blogs** tool is not displayed, click **BLOGS** in the breadcrumb bar or click **All the blogs** in the Blogs menu bar at the top of the page.
2. From the **Blogger** column, click on the appropriate name. ReggieNet displays that user's blog. You'll see all the blog entries to which you have access, with the most recent entry on top.
3. To view comments left by other users, click on the **comments** link, which includes the number of comments. To see a blog entry in a separate window, click the **Permalink** link.
4. Depending on the permissions you've been granted, ReggieNet may also display a **Leave a comment link** for each entry.

Leaving Comments for Blog Entries

If the site owner has granted you the appropriate permission, you may leave a comment for a blog entry by another user. To leave a comment, follow these steps:

1. For the appropriate blog entry, click on the **Leave a comment** link. ReggieNet displays the existing comments for the entry, along with a box for leaving your own comment.
2. Enter your comment in the box and click **Publish comment**. Or, click **Cancel** to leave no comment.

Adding an RSS feed for a Blog

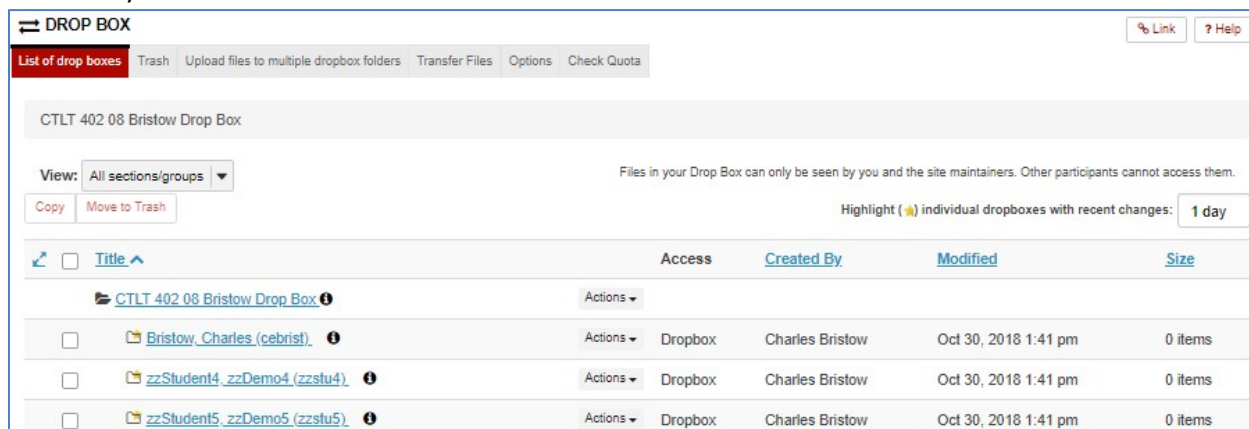
To add an RSS feed for a blog, follow these steps:

- If the home page is not displayed, click the **Reset** button or click **All the blogs** in the Blogs menu bar at the top of the page.

For the appropriate user, click on the RSS icon at the right of the page. ReggieNet displays a separate window, where you may select an RSS subscription option.

Dropbox

The **Dropbox** tool functions very much like the **Resources** tool; the difference is it sets up a folder for each user in the course. Users can view and add files to their own folder; instructors can view and add files to anyone's folder.



Polls

If you are an instructor or site owner, the Polls tool allows you to conduct anonymous voting. The tool has the following features.

- Each poll contains a single question. For conducting polls containing multiple questions, consider using the Tests & Quizzes tool instead. For more information on that tool, see Tests & Quizzes.
- Users may vote once per poll.
- You may enter any number of answer options for a question and may specify how many or few options each user may choose. You may also allow a user to choose none of the options.
- You control the display of results to site participants.

Adding a Poll

1. Click the **Add a poll** tab.
2. Enter **Questions** and **Additional Instruction** (optional).
3. Specify an opening and closing date and time for this poll. Use the Calendar icons to make selections, if desired.
4. In the **Limits** section, use the pulldown lists to select the minimum and maximum number of options each user can select when answering the question. To restrict users to a single answer, use the default entry of 1 in each pulldown list.
5. In the **Results are visible** section, click a radio button to indicate your preference as to when, if ever, results will be displayed to site participants. Note the following:

- Choosing “always” makes the results available to all, even those who have not yet voted.
 - Choosing “to participants who have voted, or after closing date” makes the results available to all, even those who have not yet voted, but only after the closing date.
6. To save the question and continue, click the **Save and add options** button. ReggieNet displays the Add an Option screen. Or, to cancel your work and return to the home page, click **Cancel**.
 7. Enter the text of an answer option in the box.
 8. Choose one of these options:
 - If you have entered all desired answers for this poll, click the Save button. ReggieNet displays the Add a Poll screen again, complete with the text of the question and answers you have entered.
 - To save this answer and add another answer option, click Save and add options.
 - To exit without saving your work on this screen, click Cancel.
 9. Assuming that you are continuing your work on this poll, review the question, answer options, and other information shown on the Add a Poll screen and then click **Save**.

Editing a Poll

1. Find the poll you want to change and click the **Edit** link beneath the question.
2. Make changes to the question text, additional instructions, dates, limits, and results display options as desired.
3. If desired, change the answer options in any of these ways:
 - To add another option, click the Add option link under the Options section heading.
 - To change an option, click the Edit link to the right of the option text and proceed.
 - To delete an option, click the Delete link to the right of the option text and then click Remove when ReggieNet displays the delete confirmation screen.
4. Review the changes you have made. If they are as expected, click **Save**.

Deleting a Poll

1. Find the poll you want to change and click the **Remove** box to the far right of the question.
2. Click the **Remove selected polls** button near the bottom of the screen. ReggieNet deletes the poll immediately.

Voting

1. Find the poll you want and click the question. ReggieNet displays the Vote screen. Note the following:
 - If only one answer can be selected, ReggieNet displays a round radio button to the left of each answer.

- If multiple answers can be selected, ReggieNet displays a square check box to the left of each answer. You will not be allowed to select more than the maximum number of answers permitted.
2. Click the option(s) that best express your opinion.
 3. Click the **Vote!** Button or another appropriate option.

Displaying Poll Results

Find the poll you are interested in and click the **Results** link to the right of the question. ReggieNet displays the Results screen.

PostEm

The **PostEm** tool allows you to upload a .csv file (similar to uploading to Gradebook) with columns containing content you wish the student to see.

The .csv file should be in the following format:

	A	B	C	D
1	Student ID	Feedback 1	Feedback 2	
2	ULID1	Excellent work	9 out of 10	
3	ULID2	This could be improved	7.5 out of 10	
4				
5				

Once the file has been created, you can upload it as follows:


1. Go to **POstEm**, and click **Add**
2. Provide a title, and browse to select the file.
3. Check the box for “Release feedback to participants” if you want them to see; click **Post**.
4. Verify information, then click **Save**.

<div> <input type="checkbox"/> POSTEM </div> <div>Add</div>					Link ? Help				
Title	Creator	Modified By	Last Modified	Released					
Assignment 1	cebrist	cebrist	26 Feb 2013 12:15	Yes	view	view participant	update	delete	download
Attendance and Participation	cebrist	cebrist	10 Feb 2015 14:57	Yes	view	view participant	update	delete	download

You can view the entire file by clicking on the appropriate “View” link; you can see how an individual will see their feedback by clicking the appropriate “view participant” link and then selecting a student.

Sign-up

The Sign-up tool lets instructors schedule, and students to sign up for, a variety of events, such as office hour visits, review sessions, and study groups.

 **SIGN-UP**
Link Help

Add Permissions Export

Meetings

Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View: All Future Meetings By category: All

Meeting Title	Organizer	Location	Category	Date	Time	Status	Remove
Lunch Period	Charles Bristow	Wherever you like		Mon, 8/6/18	12:00 PM - 1:00 PM	Available	<input type="checkbox"/>
Mayuko's Office Hours	Mayuko Nakamura	Mayuko's Office		Mon, 8/6/18	3:00 PM - 5:00 PM	Available	<input type="checkbox"/>

Accessing the Sign-up Tool

On the home page of Sign-up, you may:

- View the title, organizer, location, date and time, and status of each meeting.
- Click on a meeting title to modify, copy, export, or print that meeting.
- Filter the list of meetings by using the View dropdown menu. You may select all meetings, all future meetings, meetings scheduled in the next 30 or 90 days, meetings available for sign up, or meetings for which you have signed up.
- Remove a meeting, by clicking on the appropriate checkbox and clicking the **Remove Meetings** button.
- View each occurrence of all recurring meetings, by clicking the checkbox for Expand all recurring meetings, or view each occurrence of a specific recurring meeting, by clicking the "+" icon next to its title.
- Add a new meeting, by clicking the **Add** tab.
- Export all or selected meetings, by clicking the **Export** tab.
- Change permissions for using the Sign-up tool, by clicking the **Permissions** tab.

Adding a Meeting

1. Click the **Add** tab. The **Create New Meeting: Basic Information** page is displayed.
2. Provide meeting information, organizer, location, and time.
 - In the **Title** field, enter a title for the meeting. This information is required.
 - From the **Organizer** menu, optionally select an organizer for the meeting. If you're the site owner, you will be the meeting organizer by default, but you may also choose another user as an organizer. (Note: only users with the appropriate permission will be displayed in this menu.)

- Provide a **location** for the meeting. If you have already added meetings, you may use the dropdown menu to select from previously entered locations. Or, you may enter a new location. This information is required.
- Include additional information for the meeting, by entering a name in the **Category** field, using the rich text editor, and adding attachments.
- Using the displayed fields, dropdown menus, and calendar icons, select a start/end time and date for the meeting. This information is required.

Instructor's screen

SIGN-UP

Modify Copy Export as Excel Print

Meeting Details

Title: Mayuko's Office Hours
 Organizer: Mayuko Nakamura
 Location: Mayuko's Office
 Category:
 Meeting Date: Monday, August 6, 2018
 Time Period: 3:00 PM - 5:00 PM
 iCalendar link: [Download](#)
 Sign-up Begins: Tuesday, July 31, 2018, 3:00 PM
 Sign-up Ends: Monday, August 6, 2018, 4:00 PM
 Available To: [Show site\(s\)/group\(s\) details](#)
 Description:

Email Notification: ☐ Yes, send email to notify the related participant(s) about the changes that have been made. [▲ Hide meeting info above](#)

Time Slot	Max # of Participants	Participants (Email all)	Wait List
3:00 PM - 3:30 PM	2	Add Participant	Add Participant
3:30 PM - 4:00 PM	2	Zzstudent7_Zzdemo7 Add Participant	Add Participant
4:00 PM - 4:30 PM	2	Add Participant	Add Participant
4:30 PM - 5:00 PM	2	Add Participant	Add Participant

***Note:** - Click on a time slot to lock or cancel it.
 - Click to change or swap participants.
 - Click to delete a participant.
 - Click to email a participant.
 - Click to view/edit a attendee's comment.
 - Meeting organizers can add participants even if the time slot is full.

Student screen

Time Slot	Available Places	Participants	Your Status	Action
3:00 PM - 3:30 PM	2	Private		Sign Up
3:30 PM - 4:00 PM	2	Private		Sign Up
4:00 PM - 4:30 PM	2	Private		Sign Up
4:30 PM - 5:00 PM	2	Private		Sign Up

[Back](#)

Changing Information and Settings for a Meeting

1. On the Sign-up tool home page, find the meeting and click on its title.
2. Click on **Modify** in the menu bar at the top of the page.
3. If the meeting is recurring, you'll see a **Modify Options** section at the top of the page.
By default, the Modify all future recurring meetings setting is selected. Make all necessary changes.
4. Click Publish Modification to save your changes.