Tips and Tricks (Instructor)

This guide will walk you through some handy tips and tricks you can use to improve your Ed experience. If you're new to Ed, it is recommended that you first take a look at Using Ed Discussion.

Thread Templates

Thread templates are a way of prompting students to ask better questions. This eliminates a lot of back and forth when students don't include all of the necessary information to get an answer to their question. Use thread templates to keep discussion high quality and reduces work for everyone.

Thread templates can be set up per category and are configured in the **Admin** ⚙ page.

On this page:

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> ℹ **Which part of the assignment are you working on?**

TODO

> ℹ **What problem are you having and what have you tried so far?** Describe the problem in detail and include any relevant screenshots, error messages and small snippets of code.

TODO

The Thread Template Editor. Once enabled, click the category on the left to edit the template for that category.

In the above example, whenever a student creates new question for the *Assignments* category, they are presented with the template to fill.

Staff-only Comments

Staff-only comments allow instructors to have a private conversation within threads. These comments are visible only to instructors and are not visible to students. To post a staff-only comment, tick the **Visible to Staff Only** box when posting a comment.

Staff-only comments are displayed with "Visible to staff only" in red.

Pass condition

		PIN	STAR	WATCHING	VIEWS

John Appleseed T1B
a minute ago in **General**

The course outline says that to pass the course we need to obtain a minimum mark of 50%.

However, on the lecture today the slides say we must obtain a minimum mark of 50% overall **and in the exam**.

Can someone please clarify what requirements must be met to pass the course?

Thanks!

Comment   Edit   Delete   Endorse   •••

💬 Add comment

Sort by Newest ▾

Ⓐ **Alison Wonderland** STAFF now 👁 Visible to staff only
I am following up on this now.
♡ Reply   Edit   Delete   •••

Mentions

Instructors are able to mention other instructors in comments and answers. This will send a notification to the person who has mentioned and direct them to the comment. This allows you to loop in other instructors into the conversation.

To do this, type the @ symbol and a list of instructors will appear. Note that students are unable to use the @ syntax to mention instructors.
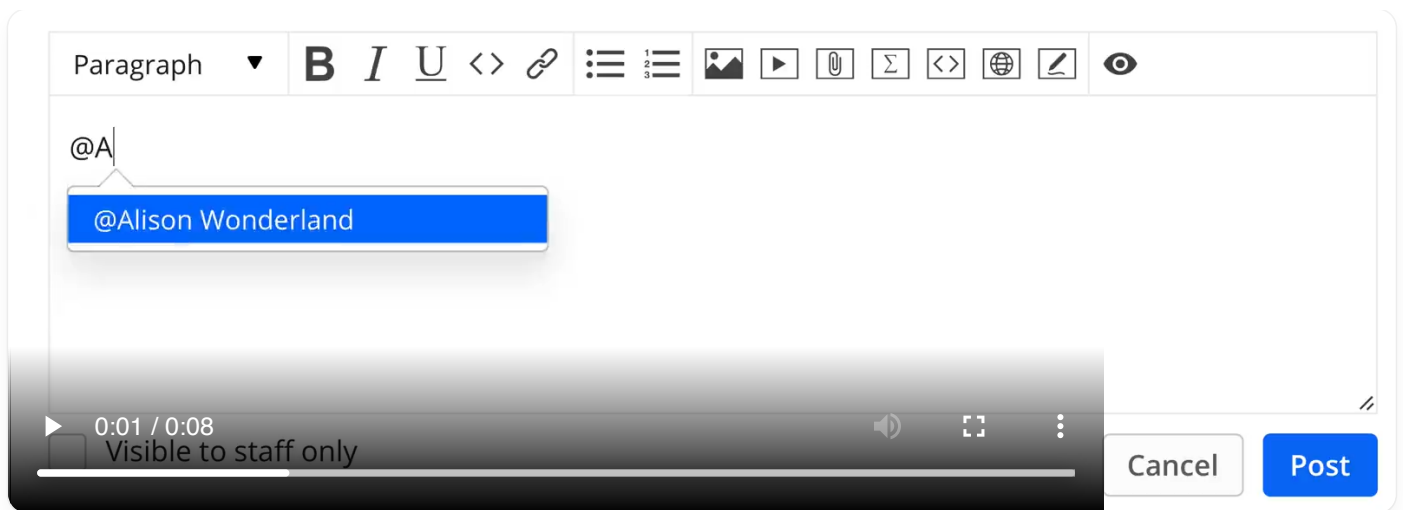
The instructor that was mentioned will receive a notification.

Sally Winters mentioned you in the question **Pass condition**

INFO101 · less than a minute ago
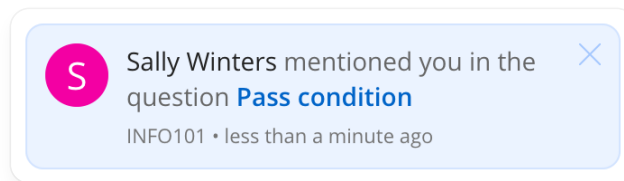
Thread Numbers

Thread numbers are a quick way to refer to threads within a course, without having to copy the thread's URL. You can find the thread number next to the title of the thread:

Lab equipment #14

💡 **Tip:** Clicking the thread number will copy it to your device's clipboard.

When creating a new thread or comment, you can use the thread number to create a link to the other thread:

You can use Ed's search bar to search for a thread using its thread number.

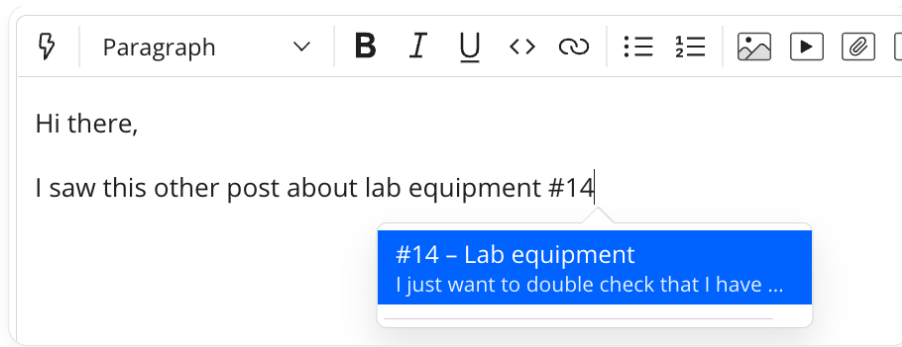💡 **Tip:** Thread numbers can make it easier to identify a thread when having a verbal conversation (e.g. during office hours)

Megathreads and Anonymous comments

When creating a Post, instructors have the option of making a **Megathread.**

Select the **Megathread** option when creating the thread.

Megathreads allow you to collate all questions on a specific topic into a single thread. You can think of it as a live growing FAQ. Each top-level comment made in the megathread is a separate question and be marked as resolved individually. This works well for short questions that benefit everyone. If a student has a more detailed enquiry, they would bet better off making a separate thread for their question.

Ask Me Anything!

An example of a megathread with anonymous comments enabled.

Comments on a megathread can be set to anonymous. Each poster will be assigned a randomly generated animal name instead. Here are some ideas for using megathreads:

- Hosting a Ask Me Anything (AMA)
- Live Lecture Q&A
- Megathread for a particular assignment

Moderation Tools

Locking Threads

Admin and staff are able to *lock* threads. This essentially closes the thread and saves it. This will stop anyone from contributing or editing it further.

Example
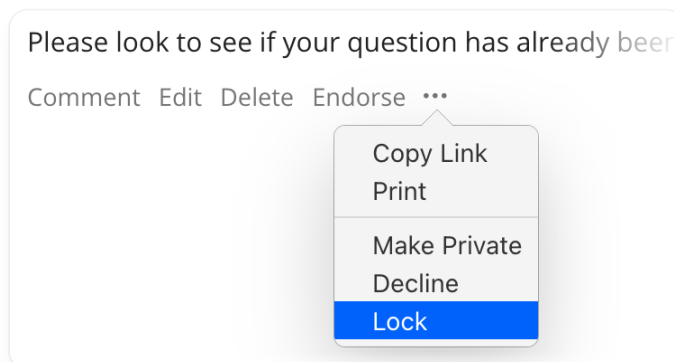
Click the **Lock** item in the ... menu underneath the thread you want to lock.

Declining Threads

Instructors can *decline* a thread. This sets the thread as private and locks it. Instructors may optionally leave a message explaining why the thread was declined and suggest changes that should be made to improve the thread.

Instructors can decline threads to maintain the quality of discussion and to remove low-effort questions. Declined threads are not visible to other students.

Example

Why doesn't my code work?

Instructors (**admin** and **staff** roles) are able to delete any thread, answer or comment.

Revealing Anonymous

Instructors are able to reveal the name of an anonymous poster by hovering or clicking the *Anonymous* name.
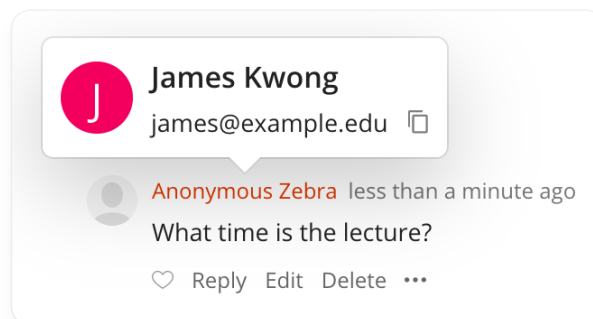
Admins are able to reveal the user's name and email address. Staff can only see the user's name.

Pinning

Pinned threads will appear at the top of the thread list. These will also have a purple pinned icon 📌. They will be ordered such that the most recently pinned will be at the top of the list.

By default, only the top 3 pins will be shown. To see all of the pinned threads, you can click to show more, which appears below the third pin.
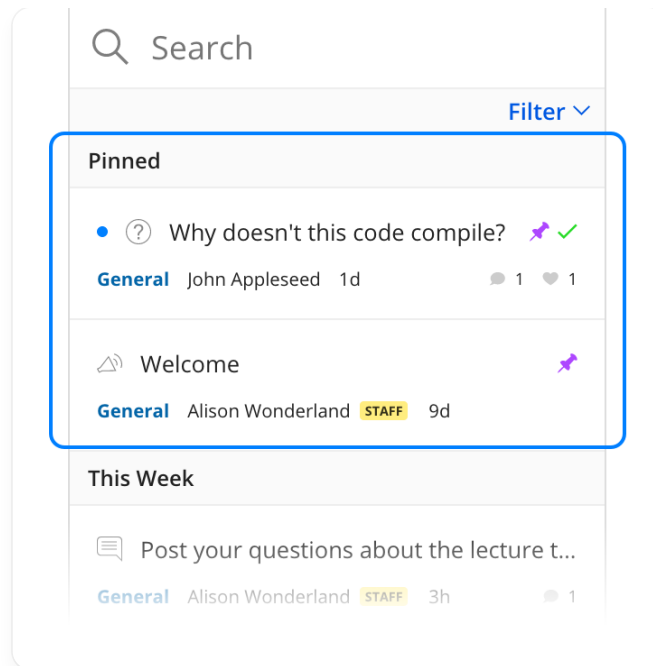
Pinned threads are grouped at the top of the threads list.

Pinning and Unpinning

Instructors can easily pin and unpin threads by clicking on the **Pin** button when viewing a thread.

Effective Pinning

Here are some tips to keep the pinned section neat and tidy:

- Regularly unpin threads as their relevance expires.
- Avoid having many pinned threads - you can consolidate multiple pins under a single thread such as a FAQ thread.

Drafts

As you edit a thread, Ed automatically saves a draft of it. This allows you to save progress on a thread and continue working on it later. This can also prevent data loss if the browser closes unexpectedly.

To continue editing a draft thread, click **Drafts** in the left side bar. Then select the thread to edit.

🗎 Drafts	5
🕐 Scheduled	1

Select **Drafts** in the left side bar to open the draft threads list.

To delete a draft thread, right click on the thread you want to delete, then select **Delete**.

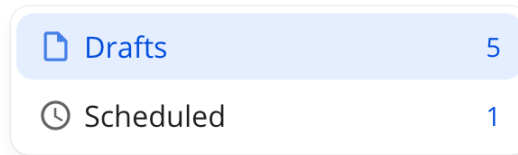⚠️ **Warning: This will permanently delete the thread.**

To hide draft threads, click **Drafts** in the left side bar again.

Scheduling

Scheduling allows you to post a thread at a selected date and time in the future.

To schedule a thread, select the **Schedule** button on the top right of your thread.

Cancel	**New Post**	Schedule **Post**

Select **Schedule** to schedule a thread.

You can also schedule a thread by selecting the ^ menu on the **Post** **Post** ^ button.

The scheduling options allow you to select a date 📅 and time (hourly) 🕐 to post the thread. To schedule a more specific time, type the time in the input box.

Post this thread on:

14 Apr 2022 at 9:00 AM

Tomorrow at 9:00 AM (Australia/Sydney)

Cancel   Schedule

Schedule a date and time for a thread to be posted.

To view scheduled threads, click **Scheduled** in the left side bar.

🗋 Drafts	5
🕐 Scheduled	1

Select **Scheduled** in the left side bar to open the scheduled threads list.

To edit a scheduled thread, open the thread you want to edit, then click the **Edit** button.

📝 **Note:** Scheduled threads are unscheduled when they are edited. They must be rescheduled again (after finishing editing).

To unschedule a thread, open the thread you want to unschedule, then click the **Unschedule** button.

📝 **Note:** Unscheduled threads are moved to **Drafts**.

To delete a scheduled thread, open the thread you want to delete, then click the **Delete** button.

⚠️ **Warning: This will permanently delete the thread.**

This thread is scheduled for posting on **Thursday, 14 April 2022, 9:00 am**.   Edit   Unschedule   Delete

A thread will be unscheduled when it is edited.

Discussion locking

Discussion locking options can be found in the **Advanced** section of the **Admin** ⚙ page.

From here you can restrict students' access to certain features of the discussion.

Lock Discussion

🔘 Active (default)

⚪ Read-only

Students cannot post new threads, comments, or edit existing threads/comments.

⚪ Private Threads Only

Students may only create new threads as 'private'. Students cannot edit, answer, or comment on existing public threads.

⚪ New Threads Require Approval

New threads posted by students will be hidden from other students until approved by a staff member.

When a locking mode is enabled, a visual indicator bar will appear at the top of the screen.

Restricting the discussion with 'Private Threads Only' mode

Private Threads Only mode is designed to prevent students from communicating publicly, while still allowing communication between students and instructors.

When this mode is enabled, students **cannot**:

- Create new **public** threads in the discussion
- Comment on or answer public threads
- Edit existing public threads or comments

Students may continue to:

- Create new **private** threads in the discussion
- Comment on private threads (their own threads)
- Edit existing private threads/comments

Staff accounts continue to function normally, however keep in mind that any **public** post, even if made by staff, cannot be commented on by students with this mode enabled.

Course archiving

At the end of a course, it is recommended that the course be archived to prevent students from posting new threads and comments in the discussion.

Users will still have access to all of their archived courses and the resources it contains. Archiving locks all the threads and puts them into **read-only mode** so they cannot be modified.

Archive a course in ⚙ *Course Admin > Advanced settings*. You can always unarchive your course if you change your mind.

Viewing a thread in an archived course. The thread is locked and cannot be commented on.

Archiving a course will also move the course to the appropriate section in your dashboard. Active courses are listed at the top under the **Courses** heading and archived courses are listed under their respective year and semester. This helps to keep all of your courses organized and easy to locate for future reference.

Courses

PHYS101	33
Introduction to Physics	

MATH101
Introduction to mathematics

DATA101	99+
Introduction to data science	

CS101
Introduction to computer science

2020 SEMESTER 2

ED101
Ed Demo

Archived courses are grouped at the bottom on the Dashboard page.