

## 27: BOARD (STICKY-NOTE DISCUSSIONS)

### WELCOME TO THE BOARD TUTORIAL!

In this tutorial, you will learn how to:

- Set up a simple Moodle Board
- Change a Board's user rights
- Add Board posts and comments
- Manage a Board

If you have not used one of CareerTech's Moodle training tutorials before, view the [instructions](#) for using it as a self-paced tutorial or as a resource for classroom instruction.

Before completing this tutorial, you should be familiar with:

- Setting up a course in Moodle
- What a sticky-note discussion is or how to use a sticky-note board as a planning or organizational tool

To begin, select from the menu below or simply turn to the next page.

### MENU OF TUTORIAL TOPICS

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### INTRODUCTION

Digital sticky notes can function like paper Post-It notes. Teachers often use sticky notes for classroom management tasks, such as making checklists for individual students or creating shout-out charts for the entire class. In an office setting, coworkers often use sticky-note boards for information gathering, brainstorming sessions, and strategic planning.

### OVERVIEW OF BOARD FUNCTIONALITY AND FEATURES

Like a real-world sticky-note board, Moodle’s Board app provides a platform for group discussions and thought-sharing.

The discussion facilitator can:

- Design look of the board by changing the color of or adding a photo to the board’s background.
- Set up a group board or a single-user board for use by an individual.
- Monitor and manage the board submissions.
- Set a closing date for submissions.
- Track who posted which sticky note.
- Download a copy of the sticky-note board, a spreadsheet of the board’s posts, and a spreadsheet of the comments.

Participants can:

- Add statements to the board in the form of electronic sticky notes.
- View newly added posts by refreshing their web browser for an almost live discussion.
- Post text, web links, images, and embedded videos, while remaining anonymous to other participants.
- Add a comment to the original post.
- Use social-media-type emojis when commenting.
- Move posts to other columns or positions in the same column.\*
- Rate posts by clicking a star icon.\*

*\*(Depending on the options chosen during the initial setup.)*

## SETTING UP A BOARD

Before creating any activity or resource in your Moodle site, you must turn on editing capabilities. The **Edit toggle** in the upper right corner of the screen turns green when editing is enabled.

Step	Action	Notes
1.	On your course main page under the desired topic section, click the <b>Add an activity or resource</b> button, and then choose <b>Board</b> from the list of options.	
2.	On the board's settings screen, under the <b>General</b> section in the <b>Name</b> field, type in the name of your sticky-note board.	For training purposes, name the board: <b>Staycation Ideas</b> . Or, choose a topic and title of your choosing.
3.	Under the <b>Board settings</b> section in the <b>Background color</b> field, type in the hex code for a color. You may also choose to upload a photo for the background.	For training purposes, you can type: <b>#dcf0fa</b> . This step is optional. This is the hex code for a pale blue. You may also choose to leave this field blank (white).
4.	In the <b>Rating posts</b> dropdown menu, choose <b>by All</b> .	This setting will allow the teacher(s) and participants to rate postings.
5.	Set the <b>Sort by dropdown</b> menu to <b>Creation date</b> .	This setting automatically sorts post by date, allowing participants to easily locate the recent contributions. Other options include <b>None</b> (no sorting) and <b>Rating</b> (displays posts according to their popularity).
6.	For this training, leave the <b>Single user mode</b> setting at the default ( <b>Disabled</b> ). This setting allows for a group discussion.	Other options include single-user modes for private or public boards.
7.	Check the box to <b>Allow all users to edit the placement of their own posts</b> .	
8.	Under the <b>Common module settings</b> heading, you may choose to leave the settings at the default.	Notice that this section includes settings for Groups and Groupings.
9.	Leave the <b>Restrict access</b> settings at the default ( <b>None</b> ).	

## Board (Sticky-Note Discussions)

Step	Action	Notes
10.	Under the <b>Activity completion</b> heading, set the <b>Completion tracking to Do not indicate activity completion</b> .	Enable the completion tracking for graded classroom assignments.
11.	Leave the <b>Tags</b> and <b>Competencies settings</b> at their default, and click the <b>Save and display</b> button at the bottom of the screen.	The sticky-note board will display with three headings. You can add columns by clicking the plus-sign on the far-right side of the board. Keep in mind that when adding several columns, users may have to scroll right/left to view some of the additional columns when using small-screened devices.
12.	To rename the left column, double-click the column's heading to open the editing field. Type the word <b>Indoor</b> , and press the <b>Enter key</b> .	The left column should show the title "Indoor."
13.	Double-click the heading in the middle column to open the editing field. Type the word <b>Outdoor</b> , and press the <b>Enter key</b> .	The middle column should show the title "Outdoor."
14.	For the third (right) column, click the <b>X</b> symbol next to the heading to delete the column.	The column headings also include a <b>lock</b> symbol, which allows you to prevent participants from making additional postings, and a <b>four-arrow</b> symbol, which allows you to click and drag the column heading to rearrange the columns. If you single-click the four-arrow icon, a popup list will appear with links to alternate locations where you can place the column.

### CHANGING A BOARD'S USER PERMISSIONS

Discussion facilitators can change user permissions to allow participants to have more control over the Moodle Board. This can be especially helpful when working with adults.

**CAUTION:** With increased editing abilities comes an increased risk of data loss. In addition, participants' posts are no longer nameless. Only increase editing rights for trusted groups of users. For example, classroom instructors likely would not want to grant additional editing capabilities for a graded assignment.

## Board (Sticky-Note Discussions)

Step	Action	Notes
1.	On your board screen, below the title of your board, click the <b>More</b> tab and choose <b>Permissions</b> from the dropdown menu.	
2.	On the <b>Permissions</b> screen, scroll down to the <b>Activity: Board</b> heading. There are four user rights for the Board app: <ul style="list-style-type: none"><li>• View and delete all comments on posts.</li><li>• Manage columns and manage all posts.</li><li>• Create and view comments on posts.</li><li>• View board content and manage own posts.</li></ul>	Notice that students have rights in the last two categories: Create and view comments on posts and view board content, and view and manage own posts.
3.	To grant participants the rights to <b>manage columns and manage all posts</b> , you can click the plus-sign under the list of user types for that category, and then, on the popup screen that appears, click <b>Student</b> .	<b>Student</b> should now appear in the <b>Roles with permission</b> column for that privilege. <b>Remember to be cautious when increasing user rights, depending on the group.</b>
4.	Click the <b>Board</b> link below the board's title at the top of the screen to return to the board screen.	

**IMPORTANT:** When changing user rights for any Moodle activity, **be sure to test the user capabilities for that role** by logging in to the course with a test-user ID that has the same assigned role.

## PARTICIPATING IN A BOARD DISCUSSION

### CREATING A STICKY NOTE

Step	Action	Notes
1.	On your board below the <b>Indoor</b> heading, click the <b>plus-sign</b> in the middle of the white bar.	A popup box will appear with fields for creating a <b>New post for column Indoor</b> .

## Board (Sticky-Note Discussions)

Step	Action	Notes
2.	In the <b>Post title</b> field, type: <b>National Cowboy and Western Heritage Museum.</b>	Feel free to create a sticky note for your favorite local indoor destination.
3.	In the <b>Content</b> field, type: <b>Located in N.E. OKC. Adult admission, \$15. Kids 6-12, \$5. Kids under 5, free. Hours Mon.-Sat. 10 a.m.-5 p.m, Sun. noon-5 p.m.</b>	You may type content of your choosing. <b>IMPORTANT:</b> The sticky note Content field can accommodate approximately <b>250 characters, including spaces.</b>
4.	Next to <b>Media</b> , click the <b>Link</b> button.	
5.	In the <b>Link title</b> field, type: <b>Museum Website.</b>	You may type a title appropriate for your chosen destination.
6.	In the Link URL field, type: <b>https://nationalcowboymuseum.org</b>	Include the website of your chosen destination.
7.	When finished, click the <b>Post</b> button in the lower right corner of the popup box.	Your new sticky note should appear under the <b>Indoor</b> heading. Notice that the post displays its title and content, and it indicates a web link.  Icons at the bottom of sticky note include: <ul style="list-style-type: none"><li>• <b>Star</b>—Rate the post</li><li>• <b>X</b>—Delete the post</li><li>• <b>Four-way arrow</b>—Move the post</li><li>• <b>Pencil</b>—Edit the post</li></ul>
8.	Click the post to open it.	A popup window will appear. Notice the link to the website is active on the popup.
9.	<b>Create a second sticky note</b> below the first one in the same column. Click the <b>plus-sign</b> in the middle of the white bar below your first post.	A popup box will appear with a form for creating a <b>New post for column Indoor.</b>
10.	In the <b>Post title</b> field, type: <b>OKC Zoo and Botanical Garden.</b>	Feel free to create a sticky note for your favorite local outdoor destination.
11.	In the <b>Content</b> field, type: <b>Located in N.E. Oklahoma City. Adult 12-64 admission, \$16. Kids 3-11 and seniors, \$13. Kids under 3, free. Hours 9 a.m.-5 p.m. daily.</b>	

## Board (Sticky-Note Discussions)

Step	Action	Notes
12.	In a different browser window, locate an appropriate YouTube video for your chosen outdoor staycation destination.	For this training you can use: <a href="https://youtu.be/Osiu4sqAHMg">https://youtu.be/Osiu4sqAHMg</a>
13.	In the <b>Media</b> section on the sticky note, click the <b>YouTube</b> button.	
14.	In the <b>Video title</b> field, type an appropriate title for your video.	For this training, type: <b>Expedition Africa</b> .
15.	In the <b>YouTube URL</b> field, type in the URL for your chosen video.	For example, use the video mentioned above: <a href="https://youtu.be/Osiu4sqAHMg">https://youtu.be/Osiu4sqAHMg</a> .
16.	Click the <b>Post</b> button in the lower right corner of the popup box.	Notice that the video window displays in the new sticky note.
17.	The OKC Zoo post was created in the Indoor column. Single-click the four-way arrow at the bottom of the post to move it to the <b>Outdoor</b> column.	A popup window will appear that lists links for possible locations to move the sticky note. Click to move it to the <b>Outdoor</b> column.

### ADDING A COMMENT TO A POST

Step	Action	Notes
1.	Single-click on the first post.	The sticky-note post will open.
2.	Click the <b>Add comment</b> text on the popup to activate the comment field.	Type in a comment of your choosing. For training purposes, you can copy/paste text from your chosen website or use Lorem Ipsum typographic filler. Unlike the content of a sticky note, the length of a comment is unlimited.
3.	Click the <b>Add comment</b> button at the bottom of the comment window.	The new comment will display in the post. Notice a <b>trashcan</b> icon appears to the right of the comment. Clicking the trashcan allows you to delete the comment. However, you cannot edit it.
4.	Click the <b>X</b> in the upper right corner of the post's window to close it.	

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Step	Action	Notes
5.	On the board screen at the bottom of the same post you commented on, click the <b>star</b> icon to rate the post.	Note that discussion facilitators currently cannot prevent participants from rating their own posts.
6.	A confirmation popup will appear. Click the <b>Ok</b> button.	Clicking the star icon a second time removes your rating.
7.	Click your second post, and then click the <b>Add comments</b> field on the post window.	A <b>smiley face icon</b> will appear below the Comment field.
8.	Click the <b>smiley face</b> emoticon below the Comments field.	This brings up a search window, so that you can locate and add social-media-type emoticons.
9.	Click to choose an appropriate emoticon.	
10.	Click the <b>Add comment</b> button on the post window to add your emoticon to the post's comment section.	Notice that a trashcan icon appears to the right of your emoticon, which allows you to delete it.
11.	Close the post window by clicking the <b>X</b> symbol in the upper right corner.	

### MANAGING A BOARD

Step	Action	Notes
1.	On the board screen at the top of one of the columns, click the <b>lock icon</b> .	Notice that clicking the lock icon removes the plus-sign at the bottom of the column. This removes the ability to add or rearrange the posts in that column.
2.	Below the board's title, click the <b>Export</b> link.	The screen will default to the <b>Export Board</b> tab. This option allows you to export the posts, ratings, and media links by column. The Export Board option will not download the names of participants or the comments.
3.	Click the <b>Export Submissions</b> tab.	The Export Submissions option captures the participants' name, email address, the post's contents, the date/time stamp, and whether the participant had deleted the post.



## Board (Sticky-Note Discussions)

Step	Action	Notes
4.	Click the <b>Export Comments</b> tab.	The Export Comments option captures the headings of the posts that received comments, the commentors' names, all comments, the date/time stamp, and whether the participant had deleted the comment.

After selecting an export option, you can save the content as a CSV file, Excel spreadsheet, PDF, etc.

### SUMMARY AND RESOURCES

To learn more about Moodle's Board plugin, see the following resources:

- Board Description: [https://moodle.org/plugins/mod\\_board](https://moodle.org/plugins/mod_board)
- Foster Learner Collaboration with Board: <https://moodle.com/news/board-plugin-virtual-board-postits/>
- Moodle Activities and Resources—Board: <https://grok.lsu.edu/article.aspx?articleid=20520&printable=y>
- Brickfield Education Labs introduction page: [https://www.brickfield.ie/docs/mod\\_board/](https://www.brickfield.ie/docs/mod_board/)
- Five Uses of Moodle Board to Engage Students: <https://enhancingteaching.com/2021/01/04/5-uses-of-moodle-board-to-engage-students/>

### HOW TO USE THIS TUTORIAL:

This tutorial can be used as a self-paced lesson or as a lesson plan in a classroom setting.

- **As a self-paced lesson.**

If this is a completely new skill for you, work through the tutorial from beginning to end. However, if you have some prior experience with the topic, use the menu hyperlinks on page one to jump to a topic that you want to learn.

Many topics include hyperlinks to video demonstrations. While the videos are useful, you don't have to watch them. All the information that you need is listed in the tutorial text and step instructions.

Use the exercises at the end of the tutorial to practice the skill. This will help to correct any misunderstandings or mistakes before you use the skill in your classroom.

- **As a lesson-plan for a classroom.**

When teaching this skill in a classroom, use the tutorial for:

- ✓ **Motivation**—Use the tutorial introduction as a springboard for a deeper exploration of how instructors might use this functionality in their classrooms. Encourage discussion and contributions from your students.
- ✓ **Demonstration**—Once your learners understand the purpose and pedagogical value of the functionality, demonstrate the steps of the relevant tasks as listed in the tutorial, using your computer and an overhead projector.
- ✓ **Practice**—Use the tutorial example as a basis for student practice. Assist as necessary.
- ✓ **Reference**—Encourage learners to use the tutorial post-session as a reference when using the functionality.

Return to the tutorial [main menu](#).

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