

# New in CTools Fall 07

## Resources

- Faculty interface: Add and Actions drop-downs
- Hide documents from students; show certain items only to certain groups
- Citation list
  - Go to "Options" and check the box for "Citation List" item type.
  - Can search library resources for journal articles in online databases and Merlyn (meta search engine).
  - Click "Add" and the item will be added to your citation list within Resources.
  - Can export list to EndNote.
  - Pros: Ease of use for faculty; don't have to submit lists to library in July; can break up citation list by week or unit. Cons: Performs a live search in library databases; these databases can change over time. Difficult to link directly to online resources. Compare to eReserves: eReserves go away at the end of the semester, but the library will digitize non-electronic articles for you.
  - Students can create their own citation lists if you set the permissions correctly.
- Display to selected groups
  - Create groups by clicking Site Info→Manage Groups
  - When creating a new resource, you can choose "Display this file to selected groups only", which brings up the option to choose which group(s) to show the item to.
  - Does not list students by section; soon, may be a "create groups by section" button eventually.
- Hide/show
  - Can show the item immediately (default). You do **not** need to specify start and end dates.
  - Can show the item from a specific start date and, optionally, to a defined end point
  - Can hide items completely (e.g., items not used this year)
- Reorder
  - Can move items around into an order other than alphabetical.
  - Can also reorder forums and assignments
- "Paste item" has been changed to an icon that doesn't say "paste" any more. Paste does also appear on the Actions drop-down.
- Students can now upload/download multiple resources

## **Forums**

- Replaces the discussion tool; you can still pick either
- Splits Message Center into two sections, Forums and Messages
- Template Settings – defines default roles and permissions for the forums
  - Can set permissions to revise postings – either "all" or "own"
- Can Moderate topics – i.e., instructor has to allow/disallow all postings
  - "Pending messages" is the tool for approving/denying postings
- Can post to gradebook
  - Create the entry first in Gradebook, then when you make the discussion topic, you can associate it with something in the gradebook.
- Statistics
  - Usage by student – authored, read, unread, % read
  - Can click on name and see a list of all the things a person has written (subject lines, not full-text)
- Forum tool is not group-aware
- Envelope indicates you haven't read a forum posting
- Can lock topics so no new items can be added.
- **Can't** import discussion items from the classic Discussion tool.

## **Assignments**

- Can have a non-electronic submission type
- Can get notification when student assignments are submitted (individual or digest)
- Students get an e-mail saying that their assignment has been submitted. Nothing is sent if the submission doesn't work.

## **Miscellaneous**

- Groups – under "Site Info" – great for clinical groups!
- Announcements can be set to appear at a specific date/time
- Wiki tool
  - Can now export to RTF, PDF, as well as RSS feeds (under info link)
  - Can show a public view of wiki outside CTools
  - Permissions defaults have been fixed from last semester
- Soon, we'll be able to re-order the tools on the left side. For the moment, contact [ctools@umich.edu](mailto:ctools@umich.edu)
- "Librarian" user designation/role
- Multiple chat rooms are possible; not group-aware yet