



## The Asynchronous Tools of HRE Online

This tutorial will show you how to use the Discussion Forums, Assignments Link, and Course Participants tools in the HRE Online program. The HRE Online course system facilitates asynchronous discussions, assignment submission, course announcements, and team assignments. A “forum” is simply a particular topic or conversation thread that is set up for a course. Forums help to organize the large number of messages that are contained in each course. To get to these resources, you’ll first need to login to your current course, as was discussed in a previous tutorial.

The Discussion Forums and Assignments Link work very similarly. Discussion Forums will allow you to post messages to your classmates, TAs, and professors outside of the live class session. This is helpful when discussing a particular topic, asking questions about an assignment, or sharing resources with one another. The Assignments Link is the tool you’ll use when turning in your assignments. You can access either tool by clicking on the respective link in the course navigation bar on the left of your screen.

This tutorial will cover the following topics:

- Using Discussion Forums
- Using the Assignments Link
- Contacts, Participants, and Calendar

Look for the orange and blue arrow  throughout this tutorial for tips and highlights.

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- Please note: In this tutorial, several of the examples come from the HRE 400 Course, which you may not have access to, depending on your curriculum. This will not affect your navigation, however, as all courses are formatted in like fashion.

# Using Discussion Forums

## To access Discussion Forums:

1. Login to your current course.
2. Click on the **Forums** link, located under the **Activities** heading on the left navigation bar.



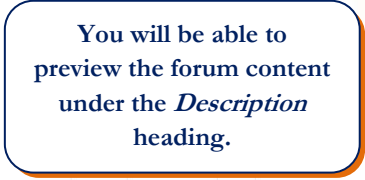
You will participate in specific discussion forums in the course by posting and reviewing text messages. In addition, you can post files to these forums. Posting and retrieving these messages and files can be an important part of the interaction between you and the rest of your class and the instructor.

## To post to a Discussion Forum:

1. When you arrive at the Forums page, click on the forum you wish to view. Let's take a look at the **Week 2 – Questions of the Week** forum.



Section	Forum	Description	Discussions	Unread posts	Track	Subscribed	RSS
	Week 2 - Questions of the Week	<b>Week 2 - Questions of the Week:</b> 1. How did you feel after the class last week? What were you thinking? Please describe any thoughts you would like to share. 2. Many definitions are presented in chapter one of your textbook. Which one(s) make the most sense to you and why?	0	0	Yes	No	



2. You post a message by clicking **Add a new discussion topic.**

3. Type your subject in the **Subject Field**, and then type your message in the **Message Field**.

4. Click **Post to forum**. The message should immediately appear in the forum.

Additionally, you have the option to upload a file to the Discussion Forums. You can do this by using the **Choose File** feature at the bottom of the page. After clicking **Choose File**:

1. Find and select the file you wish to upload.
2. Click **Open**.
3. Click **Post to forum**. The message should immediately appear in the forum, along with your attached file.

Note the Max File Size.  
It may vary between courses.

YOur new discussion topic

Subject\* Question About HRE 400

Message\* I've got a question and was wondering if you were having the same one...

Format Moodle auto-format

Subscription I don't want email copies of posts to this forum

Attachment (Max size: 500KB) Choose File No file chosen

Mail now

participants

Post to forum

There are required fields in this form marked\*.

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To review, edit, delete, or reply to a message:

1. Click on the discussion subject line to open your last post. As you can see, you then have the option of editing, deleting, or replying to messages.
2. To edit, delete, or reply to the selected message, click the respective link. You'll only be able to edit or delete your own messages, and you can only edit your message within the first hour from the time it was posted. You'll probably use the reply option quite frequently to respond to other people's messages.

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hremoodle ► HRE Online - Current Courses ► hre400SLW1-2009 ► Forums ► Week 2 - Questions of the Week ► Question About HRE 400

Jump to...

Search forums

Display replies in nested form

Move this discussion to ...

Question About HRE 400  
by Jeff Grider - Tuesday, 16 December 2008, 04:09 pm

I've got a question and was wondering if you were having the same one...

Edit | Delete | Reply

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## Using the Assignments Link

The Assignment Link is used for turning in your class assignments and works very much like the Discussion Forums tool. In some courses, you will also visit the Assignments link page to receive feedback on your assignments. To turn in an assignment:

1. Click the **Assignments** link on your course homepage.



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[hremoodle](#) > [HRE Online - CurrentCourses](#) > [hre400SLW1-2009](#)

**LAUNCH ELLUMINATE**

**COURSE OVERVIEW**

- HRE 400 Syllabus
- Master Schedule
- Course Announcements
- Course Q&A
- HRE 400 Cafe
- Technology Issues
- HRE 400 Chat Room
- Team Space

**CONTENT**

- Home
- Week 1
- Week 2
- Week 3
- Week 4
- Week 5
- Week 6
- Week 7
- Week 8
- Week 9
- Week 10

**ACTIVITIES**

- Assignments**
- Chats
- Forums
- Resources

**TOPIC OUTLINE**

**HRE 400: Principles of HRE**

**Instructor: Sandra Williams, Ph.D.**

**Welcome Message**

The Welcome Messages below are from your instructor, Dr. Sandra Williams and the HRE 400 Teaching Assistant, Jeff Grider.

Instructor: Dr. Sandra Williams  
TA: C. Jefferson Grider

**Description**

The primary purpose of this course is to introduce learners to Human Resource Development (HRD), a profession devoted to enhancing the learning and performance of individuals and organizations. HRD takes place in a variety of public and private settings, such as corporations, schools, colleges, government agencies, and not-for-profit organizations. This course provides a systematic overview of the field of HRD, including its definition, history, philosophies, paradigms, theoretical foundations, ethics, and core practices. Emerging trends and issues in the field will be considered.

- 1 Week 1 - Introduction
- 2 Week 2: HRD Foundations
- 3 Week 3: HRD Philosophy and Perspectives
- 4 Week 4: Learning vs. Performance Debate
- 5 Week 5: Core HRD Practices - Training
- 6 Week 6: Core HRD Practices - Organizational Development
- 7 Week 7: Core HRD Practices - Ethics Issues

**CONTACT**

**Instructor:**  
Sandra Williams, Ph.D.  
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**Teaching Assistant (TA):**  
C. Jefferson Grider  
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[cjgrider@illinois.edu](mailto:cjgrider@illinois.edu)

**Course Tech Assistant (CA):**  
Kevin Gitonga  
217.333.2603  
[kgitonga2@illinois.edu](mailto:kgitonga2@illinois.edu)

**CALENDAR**

December 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**PEOPLE**

Participants

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[hremoodle](#) > [HRE Online - Current Courses](#) > [hre400SLW1-2009](#) > **Assignments**

Topic	Name	Assignment type	Due date	Submitted	Grade
13	Week 3 - Individual Assignment #1: Your Personal HRD Philosophy	Advanced uploading of files	-	No attempts have been made on this assignment	-
14	Week 4 - Team Goals, Roles, and Groundrules Assignment	Upload a single file	-	No attempts have been made on this assignment	-
	Week 4 - Group Assignment #1: Discussion of CPR Training	Upload a single file	-	No attempts have been made on this assignment	-
	Week 4 - Part I of the Final Group Project: Draft of Project and Process Plan	Upload a single file	-	No attempts have been made on this assignment	-
15	Week 5 - Individual Assignment #2: Application of the ADDIE Model	Upload a single file	-	No attempts have been made on this assignment	-
16	Week 6 - Group Assignment #2: Discussion of OD Experiences	Upload a single file	-	No attempts have been made on this assignment	-
17	Week 7 - Individual Assignment #3: Personal Values in Work Situations Survey (Part I)	Upload a single file	-	No attempts have been made on this assignment	-
	Week 7 - Individual Assignment #3: Personal Values in Work Situations Survey (Part II)	Upload a single file	-	No attempts have been made on this assignment	-
	Week 7 - Individual Assignment #4: Ethics and Values Reflection Paper	Upload a single file	-	No attempts have been made on this assignment	-
20	Week 10 - Part II of the Final Group Project: Final Report Paper	Upload a single file	-	No attempts have been made on this assignment	-
	Week 10 - Part IV of the Final Project (Individual): Final Project Reflection Paper	Upload a single file	-	No attempts have been made on this assignment	-
	Week 10 - Individual Assignment #5: Asynchronous Discussion Paper	Upload a single file	-	No attempts have been made on this assignment	-

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2. Click the Assignment you are submitting.
3. Upload your assignment.

Each Assignment is its own link.

## Contacts, Calendar, and Participants

The **Contact** tool lets you know the HRE Online staff members that are working with you in your course and provides you with an instant link to their email. It is located on the right hand side of the Course Homepage.

1. The Instructor will facilitate the majority of the synchronous session.
2. The Instructor is assisted by the Teaching Assistant, (TA).
3. In addition, there is a Course Tech Assistant (CA) who is able to assist with technology questions and problems that arise during class. Please note: the CA does not have anything to do with the content of the course, only its delivery. Please direct all course related questions to the Instructor or Teaching Assistant.

**CONTACT** ☐  
**Instructor:**  
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**Course Tech Assistant (CA):**  
Kevin Gitonga  
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**CALENDAR** ☐  
◀ December 2008 ▶  

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Events Key

	Global		Course
	Group		User

**Thursday, 18 December events** ×  
 Week 3 - Individual Assignment  
#1: Your Personal HRD Philosophy

The **Calendar** tool synchronizes with the due dates of the course to let you know when an assignment is due and is located just below the **Contact** box. Course related items will be highlighted in gray, as shown here on **December 18<sup>th</sup>**.

You can scroll over a highlighted date to see its events; click on the event to link to it within Moodle.

The **Participants** box will show you a list of all of the members of your course. This is located just below the **Calendar** box.



User picture	First name / Surname	City/town	Country	Last access +
	Jeff Grider	Champaign	United States	50 secs
	Kevin W. Gitonga	Urbana, IL	United States	3 days 22 hours
	Sandra Williams	Champaign	United States	5 days 2 hours

Click on an individual's name to find out more about them!

You can also sort the members of your course by groups. For instance, in your HRE Online courses, you may be asked to work on teams during class or for out-of-class activities.

**To view the members of your team:**

1. Select your team from the **Visible Groups** drop-down menu, and only those individuals in your team will be shown.

Likewise, if you would like to see the Instructors and TAs (teaching assistants) for your course, select Instructor and TAs from the Visible Groups drop-down menu.

The Moodle homepage has several resources that cannot be explained in this brief tutorial. Feel free to explore the site as you progress through the HRE Online program. Contact the HRE Online staff if you have any questions.

### **Contact Us!**

AOL Instant Messenger (AIM): HRE UIUC

Phone: 1.800.252.1360; ext. 3-2630

Direct Line: 217.333.2603

**You have reached the end of the Asynchronous Tools of HRE Online Tutorial.**

