

# Configuring Activities, Categories, and Comments

## [Preparing for Evaluations]

### General Process Summary

1. Setup Class Section and Roster, separate instructions
2. **Setup Activity(s) or Copy from another Instructor/Class, option to include categories/comments.**
3. **Setup Comment Categories associated with Activity, or copy from another Activity**
4. **Setup Comments for Category, or Copy from another Activity/Category**
5. Determine the type of evaluation. If it is a Checklist or Multiple Choice type, set this up accordingly (see manual or CommuniCoach support person).
6. Setup a single Evaluation for one student, or setup an Evaluation Template to create an Evaluation assignment for an entire Class Section.

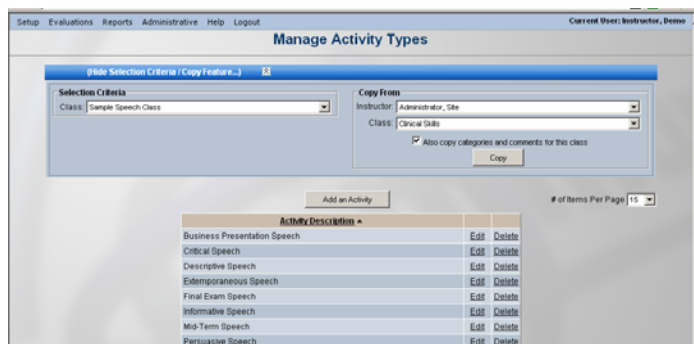
### Activities, Categories, and Comments

Instructors have their own set of activities, comment categories, and comments for a particular class. These have to be created in a particular order. Activities must be created first, then comment categories (since they apply to a specific activity). Comments can then be created for particular comment categories. Comments can also be created on the fly in the evaluation. There is a Quick Setup function that allows an instructor to copy another's entire set, or components of a set, at any time from any class section.

- **Activities** are a way to organize evaluations. Think *class assignment*, a place holder for Evaluations. When you create an evaluation, you specify the activity or assignment. You can copy someone else's activity or enter one yourself.
- **Comment Categories** are used to group your frequently-used comments so they are easier to find. Think *rubric criteria*. Comments *must* be assigned to a category. The comment category can be automatically included, or not, with a comment when shared with a student. If you don't want to use more than one category, you can setup a single category such as "Comments" or "General."
- **Comments** are the individual assessment remarks for a particular item (think criteria descriptors or indicators).

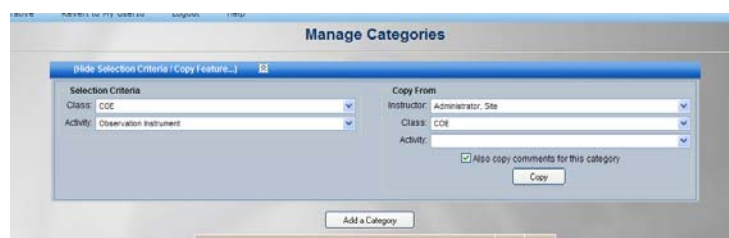
## Creating an Activity

1. Select Setup > Activities
2. Select the Class from the dropdown list.
3. To Copy Activities from another class, choose the instructor and class to copy from on the right side of the screen and click Copy. Once the activities are copied, you will see them appear on your list immediately. With the check box, you also have the option to copy the categories and comments associated with the Class. CommuniCoach will not save any duplicate items.
4. **To add a new activity**, click the Add an Activity button, enter a description for the new activity, and click Save.
5. To delete an activity, use the Delete button. When you delete an activity, *all the related comment categories and comments will also be deleted. You will not be able to delete an activity if an evaluation exists for it.*



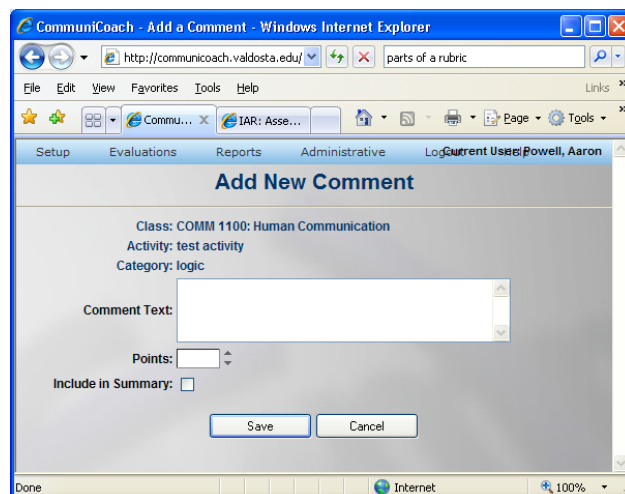
## Creating a Category

1. Select Setup > Comment Categories.
2. Select on the left the Class and the Activity. Or you can choose to copy categories from any Instructor, Class, and Activity, and include, with the check box, any associated Comments.
3. If you delete a comment Category, all of the related Comments will be deleted.



## Creating Comments

1. Select Setup > Standard Comments. As with Activities and Categories, you can create comments from scratch with the fields on the left or copy Comments from any Instructor, Class, Activity, and Category.



2. Note there are three additional fields related to standard comments: Points, Include in Summary, and # of Uses.
  - The **Points** field can be set to assign points to a particular comment. CommuniCoach can automatically total the points associated with all the comments inserted. Be sure to include the point value in the Comment text so all are aware.
  - The **Include in Summary** check box tells CommuniCoach to count how many times a comment is used in a **Text** Evaluation (this number is actually referred to as **Count In Text Eval** in the Comments table). A Text Evaluation might be a script of a speech or sign language exercise. Standard comments are inserted within the script, and when the Evaluation is done, CommuniCoach can scan the script of the exercise and count the number of times each comment was used in the evaluation.
  - The other additional field is **"# of Uses,"** which tracks the number of times that you have used the comment per Activity. It gives you a rough idea of the most widely used comments and can be used in an evaluation screen to sort your most commonly used comments to the top of the selection list (for easy access). You can reset the # of Uses back to zero by editing a particular comment, setting the number of uses box to 0, then clicking Update. You can reset all of the listed comments back to zero by pressing the Clear All Usage button.

Comment Text ^	Points	Count in Text Eval	# of Uses	Edit	Delete
"Connect the dots" of your research for your listeners	1	<input type="checkbox"/>	26	Edit	Delete
Attention getter: build curiosity/focus with question(s), anecdotes, etc.	2	<input type="checkbox"/>	27	Edit	Delete
Clear persuasive thesis on question of policy	1	<input type="checkbox"/>	26	Edit	Delete