

How to Add Topics and Questions to Google Moderator

Topics and questions are the essential part to Google Moderator. In order to keep all of your questions organized, it is a good idea to create topics. For example if your series is for your World History Class, you can create a topic called the Enlightenment of Europe, and have students post questions, discussion questions as well as their own ideas about the Enlightenment. Now if students are doing a class project on the Human body, they can post a topic about the nervous system, and again have classmates interact with the topic. Remember you do not necessarily have to post a question; you can post comments and ideas also. Your audience will also have the option to vote on the questions that they like or dislike, this could be a good tool to check understanding and to hold a review session. There are many different uses for Google Moderator, but overall it is a good tool to connect your students with each other as well as the topics you are teaching in class.

- 1.) Log on to Google Moderator through the LPS site.



Sign in to your account at
Littleton Public Schools

Username: @lpsk12.org

Password:

Stay signed in

School assigned user name and password.

- 2.) Now once in Google Moderator, click on the series that you want to add topics and questions too. If you don't have a series please refer to the "Getting Started with Google Moderator FAQ" to create a series.

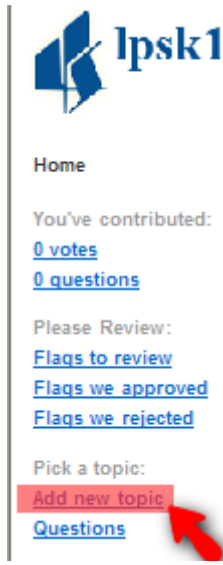


My series:

World History ←

0 users - 0 questions - 0 votes
1 topic

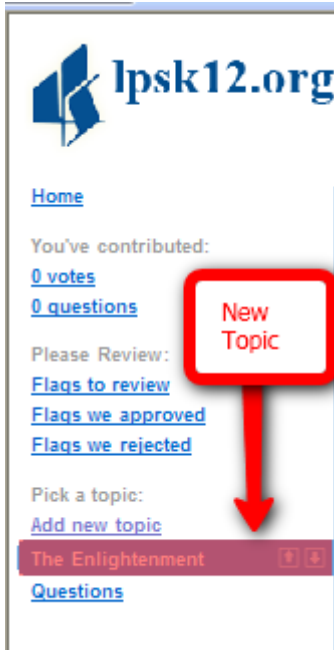
3.) Now on the right hand side click on the link called **Add a new topic**.



4.) Now fill out the Title of the topic, add a description (this would be a good place to put any questions you want answered on the topic), a name for the person who is presenting the topic and if you would like a date to appear as well as setting a deadline for the topic. Then when your completed click **Save**.

A screenshot of the 'Add new topic...' form. The form has a blue header with the text 'Add new topic...'. Below the header, there are several fields: 'Title: *required' with a text input field containing 'The Enlightenment' and a red arrow pointing to it; 'Description: (351 characters remaining)' with a text area containing 'This topic will pose questions regarding the enlightenment and how it affected and changed the religious views of Europe in the 16th and 17th Century.'; 'Presented by:' with a text input field containing 'Heather D'; a checked checkbox 'Set topic info...' with a date input field containing '2/2/10' and a time input field containing '1:00 PM to 2:00 PM'; and an unchecked checkbox 'Set deadline for questions and votes...'. At the bottom of the form, there are two buttons: 'Save' and 'Clear'. A red arrow points to the 'Save' button.

- 5.) Now in the tool bar on the left hand side the topic should have appeared, if you click on the topic's link, you will be able to view and submit questions.



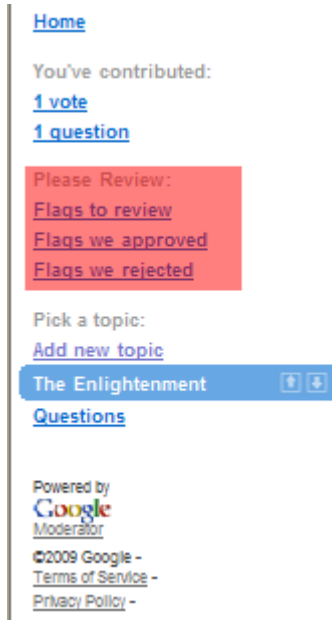
- 6.) To submit a question, enter your question, comment or idea into the text box that is located near the bottom of the page. Then go ahead and click on **Submit** button.



- 7.) Now your question will pop up under the topic, as the moderator, you have the ability to add a response to any questions that are posted. At this time I don't believe that viewers have that ability. Your viewers can vote on your question, with either a yes or a no answer, this can be useful to hold polls or to determine which questions need to be readdressed.



- 8.) You can also review any questions that were flagged either by Google or by other users, if you do not think they are appropriate for the topic or for your audience. On the left hand tool bar there will be 3 links that say; **Flags to review, flags we approved, flags we rejected**. If you click on those links a list of the questions will pop up to review, approve or reject.



To Share Google Moderator with other see “How to Share a Google Moderator Series”