Archipelago
Connecting the little islands
Documentation for V1.2.0
Overview

• What is Archipelago?
• How does it work?
• How do I use Archipelago?
  o Create / Synchronize Course
  o Setup a session
  o Open the session for live usage
  o Wrap-up & Generate Report
• Advance features (new!)
• Frequently Asked Questions
What is Archipelago?

• Archipelago is:
  o A web based system - Participants only need a device with internet browsing capability (i.e. smart phones, tablets, laptops, PCs, etc)
  o An interaction platform – Instructor can interact with all students in the class and collect real-time responses
  o Hassle free for students – No need to register/login, no additional installation needed
  o Powerful for instructors – Support many question types and voting boards. Provides powerful collation features.
How does it work?

1. Instructor setup an interaction session

2. Each student receive an email:
   - Contains an unique web link which opens up in web browser
   - Use the webpage to interact with the instructor

3. Instructor launches control dashboard to:
   - Control opening/closing of questions
   - View the real time responses

4. Instructor closes the session
Terminology

- **Course**: A class with one or more students.

- **Session**: A live interaction session with a set of questions to interact with students. This commonly corresponds to a single lecture, a tutorial session etc. Hence, a course usually has **multiple sessions** in a typical semester.

- **Group**: Any form of student grouping, e.g. tutorial group, lab group, project group. Grouping is needed only if you intend to interact with **subset of your students** in the course.

- **Team**: You can allow multiple students to attempt question as a single unit (i.e. they submit one answer). This is known as a **team**.
How do I use Archipelago?

- Go to http://archipelago.comp.nus.edu.sg/

If you have previously registered

Create a new account
Create a Course

Create a new Course.
Example: Create Course

- **Course Title**: Example Course
- **Course ID (Optional)**: EC1234 AY1920S1

[Create button]
Add Students (Overview)

• You need to add students to a new course for Archipelago to work properly
  o Session emails are sent using the class list

• There are 3 ways to add students
  1. Via a direct click if the "tutorial mode" is on
  2. From the Course Overview screen
  3. From the Course Session screen

• The 3 ways are equivalent and will lead you to the same screen
Add Students (Tutorial Mode)

You can add students via "Manage Students" if the tutorial mode is still ON.

Clicking this will turn off tutorial mode for all future courses.
Add Students

(Course Session View)

1. Click on the "Students" tab
2. Click on the "Manage Students" button
Add Students

(Course Overview)

Click on the "+" sign to "Manage Students"
The option "Add Students to sessions – Setup" will include this new students to all sessions currently in setup stage
- This is only useful if you add students after you have created session(s)
1. Copy students from excel file. Only need "name" and "email" columns.

2. Paste here.

3. Add!
Manage Students
(Add Students & Groups)

• This feature is useful only if you need to run the same interaction session for different subset of students
  o e.g. Ask students in different tutorial groups to attempt the same set of questions

• You can define multiple grouping for students, e.g. a student can belong to different lecture group, tutorial group, project group etc

• If you always interact with all students in the course, you can safely ignore the grouping mechanism in Archipelago [Skip over to the "Setup a session" slide]
Manage Students
(Add Students & Groups)

1. Copy students from excel file. You can have additional grouping column.

2. Add / Remove grouping column (by right clicking) if needed.
3. Paste the copied students with grouping information here.
4. Click "Add" Button!
Manage Group
(Configure Groups)

1. Copy students from excel file. You can have additional grouping column.

2. Add / Remove grouping column (by right clicking) if needed.
3. Paste the copied students with grouping information here.
4. Click "Add" Button!
Manage Group
(Configure Groups)

You can:
- Add / Remove students in a group
- Change the Colour Tag of a group (for easy visual identification)

NEW!
1. Click on the "Groups" tab
2. Edit a particular Group
Manage Group
(Configure Groups)

You can change color, name of this group

Add / Remove student to this group
Setup a session

• Course and Students setup is required only once
  o Student management is only needed when there is any changes in the class list (e.g. new enrollment, students dropped out, etc).

• You are now ready to create an interaction session:
  o A session captures the questions / voting board you want to use in a live delivery (e.g. lecture, tutorial, etc)
Session Information

Can schedule session opening time. Emails to students will be automated.

Allow students to form team. Control team size here.

Choose which group of students will attempt this session. Use "All Students" if you have no grouping in your course.
Session Information (Grouping)

Example: Create the session only for "Tutorial Group 1" students
1. Setup Stage
Session – An overview

Stages of a session. This session is in the setup stage.

Manage Questions

Start a dry-run of the session

Hover to get an explanation on what can be done at this stage

Manage Voting Boards

Handle Student Links for the session

[Grouping Only] Change the student group attached to this session
Stages of a Session

• Setup Stage – Prepare for the live session
  o Add / Edit / Remove questions
  o Add / Edit / Remove voting boards
  o Test the session (optional)

• Open Stage – Goes Live!
  o Interact with the class using the prepared questions
  o Show real time collated responses from students

• Wrap-up Stage – End the session
  o Generate response report for the instructor
Setup Stage - Questions

Sample Session

- What can I do?
- Questions
- Voting Boards
- Notified Students
- Attached Group

Schedule Opening

1 - 3 members per team
Adding Question

Six Main Question Types

Question type specific settings.

Go back to Session Info Page

You can use a more advanced editor for question statement
# Open-Ended Question

<table>
<thead>
<tr>
<th>Question Statement</th>
<th>Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Title</td>
<td>Title</td>
</tr>
<tr>
<td>Team Question?</td>
<td>Yes</td>
</tr>
<tr>
<td>Anonymous?</td>
<td>No</td>
</tr>
<tr>
<td>Phrases Only?</td>
<td>No</td>
</tr>
<tr>
<td>Letter Limit</td>
<td>250</td>
</tr>
</tbody>
</table>

**Question title. For display in dashboard during live session.**

**Team question** allows only **one answer** from a group of students. Disabling this allow each individual student in a group to answer.

Select to hide student(s) name during live session

Restricts the students to key in short phrases.

Maximum number of letters in answer.
Open-Ended Question

- As we can only use word cloud to collate result for open-ended question, it may not be very useful for long reply.

- If you are interested only gather free opinion from students, voting board may be a better tool for you (see Voting Boards slide)
Multiple Choice Question

Allow students to select more than 1 option.

Answer options here. Can add more / delete as needed.
**Ordering Question**

<table>
<thead>
<tr>
<th>Question Statement</th>
<th>What is the correct steps for cooking instant noodle?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Title</td>
<td>Instant Noodle</td>
</tr>
<tr>
<td>Team Question?</td>
<td>Yes</td>
</tr>
<tr>
<td>Anonymous?</td>
<td>No</td>
</tr>
<tr>
<td>Ranking Options</td>
<td><img src="image" alt="Options for the students to re-arrange. Add more / delete as needed." /></td>
</tr>
</tbody>
</table>

**Tips:** You can do a ranking question with this question type too.
Line Question

NEW!

Line question allows students to freely associate options on the "left" to the options on the "right".

Options on the "left"

Options on the "right"
Point-Picture Question

Allow students to click more than one place on the picture.

Drag-and-Drop a picture here or click to browse for pictures.
Point-Picture Question

A more elaborated example.

Students can click between 1 to 3 points in the picture.

After the picture is added.
Drawing Question

Drawing question allow students to draw any pattern on the picture.

Similar to Point-Picture question, you can add your own picture here.
Reviewing Questions

You can edit or reorder the questions you have entered. Scroll to the bottom of the page to do the same thing.
Setup Stage – Voting Boards

Sample Session

- What can I do?

- Questions
- Voting Boards
- Notified Students: 0 / 8
- Attached Group: NIL
- Schedule Opening: 2w
- 1 - 3 members per team
Voting Boards

- Voting board is similar to a real time forum
- Students can:
  - Post their own message
  - **Upvote** their peer's message
Your Session is Ready

• Once you setup the questions + voting boards needed for a session, you are ready to go!

• The next few slides are only useful if:
  o You prefer to manually open the session instead of the automatic schedule
  o You want to test a particular session before going "live"

• Otherwise, you can skip over to the "2. Open Stage" slide
Setup Stage – Student Links

Sample Session

- What can I do?
- Questions: 0
- Voting Boards: 0
- Notified Students: 0 / 8
- Attached Group: NIL
- Schedule Opening: 2w
- 1 - 3 members per team
Students Link

- Click anywhere in the student entry to open link
Students Link – What is it?

• The link listed in the "students" tab are the unique web link that they will use to connect to the system

• What do you need to do?
  o **Nothing** if the session is scheduled to open automatically. The link will be sent out automatically **4 hours** before the session is due to start.
  
  o If the session is not scheduled, just remember to **use the "Email invitation"** to all students before the actual session.

• How is the link useful for an instructor?
  o You can use any student's link to test the session before actually running it.
  o Simply click on any of the link listed and a new page will be opened.
Setup Stage – Sandbox Mode

Sample Session

- What can I do?
- Questions: 0
- Voting Boards: 0
- Notified Students: 0 / 8
- Attached Group: NIL
- Schedule Opening: 2w
- 1 - 3 members per team
Sandbox Mode – What is it?

• The sandbox mode allows you to test the session before running it live

• This mode is optional and only useful for:
  o Learning your way around the system (Recommended for new users)
  o Checking how the question looks like from student's view

• All responses received in this mode will be cleared when you move on to the "2. Open" stage later
Sandbox Mode - Overview

• To try out a session in this mode:

1. Click "Launch Sandbox"

2. You will see a pop-up webpage as 🡺

3. We will call this page the "Control Dashboard"
Sandbox Mode – Student Link

1. Open the "students" tab from the session info page (it is now in the other browser window)

2. Click on any student's "individual link"
3. The student link open up another web page, as □
   - This page shows the student's view when they connect to the system

4. Click "Form Group"
   - You can optionally add a few teammates to see how grouping is handled on the system
The Two Web Pages

Control Dashboard
Instructor view

Student Link
Student view
Don’t Panic 😊

• In actual live session, you only need to use the "Instructor View" (Control Dashboard)

• The student view is only for you to mimic student responses in sandbox mode

• For ease of testing, you should consider placing the two windows side-by-side

• We will indicate or for the next few slides to avoid confusion
Basic Information

Number of student groups formed at this moment

How many student groups are online (connected to the system)

How many individual student are online

Temporary pause the session (i.e. student cannot response to any question)

Expand to see detailed online status for all groups and students
Opening a Question

1. Hover to open side bar
2. Switch on a question

List of questions prepared for this session. Note the display title is used here.

Instructor view
Question Opened

Student can click on this notification to view the new question.

Alternatively, student can also access the sidebar for a list of opened questions.
Attempting Question

Question description

Student responses here
Question Responses

Click on the question itself to view the response collation page.

Response collation area. Updated automatically when student submit their answer.
Question Responses

- Each question type collates the student responses differently
  - There are even multiple collations possibilities for each question type.
  - For example, for the drawing question:

  ![Image of a drawing question with options for Canvas Analysis and Heat Map Analysis]
Closing a Question

Click here to close a question. Student can no longer response to a question afterwards.

Alternatively, slide this button to the "off" side.
Voting Board

- Voting Boards can be controlled in similar fashion

Instructor view

Click to view the board

Switch on a voting board

Student's posting here
Sandbox Mode - Done

- Once you have tested enough, you can safely close the windows containing instructor control dashboard and the student link.
- The responses will be removed when we move on to the "Open" stage.
- Continue to refine your questions / voting boards until you are satisfied.
2. Open Stage
Reaching "2. Open Stage"

- A session will be opened for live interaction once you promote it to the "2. Open Stage"

- This can happen in 2 ways:
  a. [Automatically] If you have scheduled your session, the session will move into "2. Open Stage" by the indicated date and time
     - [Tips] You should schedule the session to open 15 minutes before your actual lecture / tutorial, so the students who arrive early can start responding.
  
  b. [Manually] If you prefer to open the session yourself, you can click on the "Stage progression bar" above the session overview to promote your session:
Launch the Dashboard

• The open stage is for you to actually conduct the interactive session
• Hence, the only thing you need to do is to launch the Dashboard

If the student emails have yet to be sent, you will receive this warning. [Quick remedy] Click on the "notify all" to send out email immediately.
Control Dashboard

• The dashboard looks and works the same as the one in the sandbox mode
  o e.g. how to open/close question and voting boards, how to view student responses etc.

• The only difference is that now you will be expecting responses from real students

• We will point out a few useful features in the next few slides
Student Invitation

What if student did not receive / deleted the invitation email?

Student can retrieve their invitation by going to a dedicated web page

You can show this QR code which bring them directly to the retrieval webpage

A weblink is also shown, for devices that can’t use the QR feature
Full Screen Mode

• A beautiful full screen mode to run your session!

[Image of Archipelago interface]
The controls are similar to the windowed mode.
A few differences highlighted in the next few slides.
Question statement and collation are shown side by side.

Click here to access the list of questions

Click on the entire bar to see collation result

Slide to turn on/off a question
Voting Boards

Click here to access additional options

Different ways to visualize student posts

Can click on the "bubble" to view the entire post if it is truncated (see next slide for example)
Voting Boards

E.g. Click on the "I don't understand XYZ" will bring up this message box

Click on the "Add Question" button will immediately add this post as a question to gather response from the students. [Useful when you want to see how students answer this question themselves]

Click on the "Resolve" button will "remove" this post from the overall view. [Useful when you have answered a question and want to move to the next highest voted question]
End of a Live Session

- At the end of a live session, you only need to:
  - Close the Control Dashboard
  - Move the session stage to "Close and Generate Report"

Click here and confirm to move to the final stage
3. Wrap-up Stage
The Final Stage

• In this final stage, you can:

1. Add feedback to any of the questions

2. Generate a consolidated pdf report and CSV file
Adding Feedback

Which option is correct?
1. A
2. B
3. C
4. D

Directly key in your feedback for this question

No feedback entered yet!
Which option is correct?

1. A
2. B
3. C
4. D

Surprisingly, (C) is rather popular among you even though it is incorrect. I think you may have missed the fact that
Adding Feedback

Use the control dashboard view to key in your feedback.

Which option is correct?

1. A
2. B
3. C
4. D

No feedback entered yet!
Using the Dashboard View

You can refer to the actual student responses in order to write the feedback in this view.

Write your feedback here.
Generating Report and CSV

• Once you are satisfied with the feedback for each question, you can generate the report:
Report and CSV

• A PDF report containing questions, student responses and feedbacks will be emailed to you after a 15-20 minutes delay

• A CSV file containing the raw student responses, grouping information will also be attached in the same email
  o TIPS: You can use it for marking
The Extra Incentive

• The generated PDF report can be cc'ed to students
  o All students OR
  o Students participated in this session (Extra incentive for student to take part!)

Options to send to (all/some/zero) students
NEW!

Advance Features

Powerful but niche features
Collaborators

- **Collaborators** can be added to your course for:
  - Setting up, running and closing session for you
  - e.g. Your co-teacher / teaching assistant

- **Collaborators** must be:
  - Registered user (i.e. instructor) on Archipelago

- **Add** collaborators via:

  ![Add Collaborators Diagram]
  
  Use your collaborator's email id to add
Grouping Support

- **Archipelago** support student grouping by:
  - Allowing a session to be attached to a specific student group:

  *Only students in "Tutorial Group 1" will access this session*
Grouping Support

- Most importantly, you can clone the session for multiple groups:

- You can duplicate the session for multiple student groups.
Grouping Support

Notes:

- Upon setup, each clone session will have the same opening date / time, you may need to adjust them accordingly if the sessions open at different time (e.g. one tutorial on Monday 9am, the other Friday 4pm, etc).

- Only students in that specific group can access the session.

- The session overview screen can get very crowded (e.g. if your course has 12 tutorial groups, then you have 12 sessions shown on the screen!). We added a simple filtering mechanism to keep your sanity 😊, see next slide)
Grouping Support

You can filter sessions by the group name

Only session(s) for "group 4" will be shown
Frequently Asked Questions
FAQ

Do the students need to register on Archipelago?

• Nope. They access Archipelago via the invitation email (sent out every session). The email contains a web link that directly brings them to the session page.

Can Archipelago be used for survey?

• Although it is not designed for such purpose, Archipelago can be used for "offline" survey. You can open the session + questions for the students to attempt at their leisure.

Does Archipelago "marks" student response?

• Nope. It is designed for the instructor to discuss the student response during a live class, so there is no mechanism to show the "correct answer" otherwise.
Archipelago

Web-based Interaction Platform for Large Class Interaction