Yellowdig Startup Guide

1. To use Yellowdig in your course, you must first enable it. To enable Yellowdig, you can go to the Navigation under Settings and click Enable. Then you will see the Yellowdig tool appear in the course navigation menu.

2. Create a single assignment for Yellowdig, which will account for the entire semester. We encourage making sure the "Load This Tool in a New Tab" is selected to help give users a larger view of the community. Decide whether you want to hide the Yellowdig assignment in the Webcourses gradebook, as it will fluctuate throughout the semester, or have it visible so students are in-the-know (please contact us if you're not sure which way is right for you!).

3. If you haven't yet, join the UCF Yellowdig Faculty Community. This is a great place to ask questions and pick up some tips from other teachers.

4. We highly recommend completing the Instructor Certification Course developed by Yellowdig if you have not already. It is self-paced and should take about an hour to complete. We have found that it makes a big difference in helping your community get started on the right foot.

5. If you haven't yet, set up the Yellowdig community within your course. When setting up your new community in Yellowdig, please choose the appropriate community organization based on your course modality:
   a. **DL Fee Eligible (Less than 20% in person classroom)**: For courses with modalities **MR, W, RL, RS, VL, and V**
   b. **P/M/ML Modalities**: For courses with modalities **P, M, and ML**

6. When you are creating your community in Yellowdig, please make sure to include the course modality in the community's name, e.g. "**CLP4390-24Fall 0W60**" or "**Leadership Theories & Concepts (LDR4115-24Fall 0W60)**".

7. In your Yellowdig community, set up the earning windows. When you select a start date and end date for the semester, it will generate weekly earning windows by default. Note that you can merge earning periods (For instance, you might want two-week earning periods instead of one-week).

8. Review the point system. (It's recommended to stick with the default points).

9. Configure your topics. These topics should be thematic. Consider having a "Questions" no-points topic so students can select that topic if they have questions that others can answer. You can then filter by that topic and give Accolades to the students who have correctly answered a question.

10. Configure your accolades to recognize students for exemplary contributions. It's important to dole out accolades early in the course.
11. Set your preferred notifications within Yellowdig.

12. Introduce Yellowdig in your syllabus.

13. If you do not already have the *Yellowdig FAQ* page in your course, import it: In the Webcourses@UCF gold menu on the lefthand side, click on Commons and search for "Yellowdig FAQ". Click "Import/Download" and select your course. After you have updated the page in your course, add the page to a module or link to it from the syllabus, another page, and/or the Yellowdig assignment. This page answers the main questions that students might have about Yellowdig, most notably about grading and where to go for technical help.

14. Consider creating weekly or bi-weekly events in the course calendar or non-graded assignments as reminders for students to post in the community.

15. Create your own introduction post within your Yellowdig community and record a quick video. Pin the post to the top for the first week or two.

16. Ask students to post their own introductions in the Yellowdig community the first week of class to get the ball rolling.

17. Consider sharing the Yellowdig Student Guide to help your students understand and interact with Yellowdig. We recommend creating a post in your community to share the PDF and using the "@community" feature to notify your students.

18. Check out the top ten lessons learned from UCF faculty who have used Yellowdig before!

If you have thoughts or questions, feel free to post them in our Yellowdig Faculty Community. You can always reach out to Webcourses@UCF Support (webcourses@ucf.edu) for additional support, as well as Bob from Yellowdig for one-on-one consultations.