

**Title of Session:** Tips and Tricks  
**Moderator:** Mary Thompson  
**Title of File:** 20060212marytipsandtricks  
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Room: Tapped In Reception

**MaryFT:** Welcome everyone to the Tapped In Tips and Tricks orientation

**MaryFT:** I am your tour leader, Mary Thompson

**MaryFT:** I teach technology for preservice teachers at the University of Houston

**MaryFT:** I would like to have everyone briefly introduce themselves

**JanettC:** My name is Janett, I am teaching 6 grade science at Hamilton Jr. High in Cy-Fair ISD

**ShannonU:** Hi everyone I am Shannon and am a student of Mary's.

**MaryFT:** great Janett!

**KristinaSu:** My name is Kristina. I am currently in Quest 3 student teaching at Adam Elem. in Cy-Fair

**JessicaGH:** My name is Jessica and I am a student at University of Houston. I am doing my student teaching right now.

**MichelleRM:** My name is Michelle Martin. I am an education major at University of Houston (Dr. Thompson is one of my professors). I am specializing in 4th - 8th grade science.

**ElizabetWe:** Hi, everyone. I am a preservice teacher at the University of Houston and I am currently student teaching in Cy-Fair as well

**MaryFT:** Thanks for the intros everyone

**MaryFT:** We are doing a Tips and Tricks orientation to help you understand and feel comfortable in Tapped In

**MaryFT:** Welcome everyone

**MaryFT:** I will be showing you lots of things during this tour. I will also ask you NOT to click on anything unless I tell you to

**MaryFT:** This is a precaution to keep you from getting lost...

**MaryFT:** However, if, at any point, you do get lost, just click on my name and the little door icon on your left (under the ONLINE tab) and it will bring you back to where I am

**MaryFT:** Does everyone see the ONLINE tab on your left?

**JessicaGH:** Yes

**ElizabetWe:** yes

**JanettC:** yes

**ShannonU:** yes

**KristinaSu:** yes

**MichelleRM:** yes

**MaryFT:** good

**MaryFT:** Let's talk a little about the HERE and ONLINE tabs

**MaryFT:** the HERE tab shows everyone that is in the same room with you

**MaryFT:** Can someone tell me how many people are in this room right now?

**ShannonU:** 12

**JanettC:** 12

**ElizabetWe:** 12

**JessicaGH:** 12

**KristinaSu:** 12

**MichelleRM:** 12

**MaryFT:** gold stars to everyone who said 12

**MaryFT** claps

**MaryFT:** now click on the ONLINE tab

**MaryFT:** the online tab shows you everyone that is logged in to Tapped In and where they are located

**MaryFT:** how many people are logged in to Tapped In?

**JessicaGH:** 14

**ShannonU:** 14

**MichelleRM:** 14

**JanettC:** 14

**KristinaSu:** 14

**MaryFT:** yes!

**ElizabetWe:** 14

**MaryFT:** so the majority of people are in TI\_Reception with us right?

**ShannonU:** yes

**MichelleRM:** yes

**KristinaSu:** yes

**JessicaGH:** right

**JanettC:** yes

**MaryFT:** you guys are quick learners

**MaryFT:** The Here and Online tabs really help you keep track of where you are in the TI environment

**MaryFT:** they can also help you find people when you need to join in for a class or other meeting

**MaryFT:** let me show you how that works

**MaryFT:** I'm getting ready to go to my office

**MaryFT:** That means I'm going to leave you all for a second but I want you to follow me

**MaryFT:** To follow a person or to find them inside the Tapped In environment, you need to find their name and then click on the little door icon at the bottom of the ONLINE tab

**MaryFT:** ...here goes

**MaryFT** left the room.

Room: Mary Thompson's Office

**MaryFT:** I have Dido playing

**MaryFT:** good music

**MaryFT:** did we all make it?

**MichelleRM:** how do you hear the music?

**ElizabetWe:** I think so

**BjB** nods and hands Mary another box of gold stars to hand out

**MaryFT:** just kidding...you have to imagine it Michelle

**MichelleRM:** oh

**MaryFT:** you can play anything you want in your head

**MaryFT:** thanks Bj

**MichelleRM** smiles

**MaryFT** hands out gold stars to the geniuses in her group

**MaryFT:** **BjB** is someone you will want to recognize

**MaryFT:** she is a HUGE help and really, really knowledgeable about Tapped In

**MaryFT:** so if she ever offers you help...take it!

**BjB** waves hi to everyone

**ElizabetWe:** good to know

**KristinaSu:** hi

**MaryFT:** Okay...now many of you have realized that Tapped In is made up of lots of people

**MaryFT:** we actually have a rather large International following as well as folks from all over the US.

**MaryFT:** all teachers

**MaryFT:** or others interested in education

**MaryFT:** sometimes you will be online at the same time as several of your friends

**MaryFT:** This is especially true if you are taking a class

**MaryFT:** like now...several of you know each other, yes?

**JessicaGH:** yes

**MichelleRM:** yes

**ShannonU:** of course

**JanettC:** yes

**MaryFT:** that's not always the case though

**MaryFT:** sometimes you will be in a session and it will be mostly new faces

**MaryFT:** there is a special way to communicate in Tapped In when you see someone in a chat that you recognized

**MaryFT:** it's not okay to disrupt classes by talking about personal stuff "out in the open"

**MaryFT:** so we have a function called Private Messaging

**MaryFT:** Private Messaging is like passing notes in class

**MaryFT:** fun!

**MaryFT:** Basically, you can talk to friends and colleagues on the side while still participating in another session that is taking place.

**MaryFT:** This is a great way to discuss personal topics and not share them with the rest of the world!

**MaryFT:** To Private Message with someone, select their name from the HERE list on the left

**MaryFT:** and click the little "talking head" icon at the bottom

**MaryFT:** go ahead and send a Private Message to someone

**MaryFT:** I won't know that you've done it because it's private

**MaryFT:** so you have to tell me if you're successful

**JessicaGH:** Successful

**MichelleRM:** successful

**MaryFT** nods to Jessica

**MaryFT:** great job!

**ShannonU:** successful

**JanettC:** yup it worked

**JessicaGH:** Of course Shannon and I already got that one down

**MaryFT:** kinda fun

**KristinaSu:** successful

**MaryFT:** figures

**ElizabetWe:** successful

**MaryFT:** great job everyone

**MaryFT:** it's a handy tool

**MaryFT:** it's a handy tool especially if you know lots of people in a session

**MaryFT:** I use Private Messaging as a doorbell...when my students log in for office hours the noise tells me that someone is there

**MaryFT:** it also works to double-click on someone's name

**MaryFT:** Sometimes it's difficult to always have the right thing to say

**MaryFT:** Emoting is a way of expressing a feeling in type

**MaryFT:** Type :smiles

**MaryFT:** and you are smiling

**ShannonU** smiles

**JanettC** smiles

**MichelleRM** smiles

**JessicaGH** smiles

**KristinaSu:** smiles

**MaryFT:** type a colon first and then the word

**MaryFT** laughs

**MaryFT** cheers

**ElizabetWe** laughs

**ShannonU** waves

**MichelleRM** jumps for joy

**MaryFT** sings

**ShannonU:** I like this

**MaryFT** listens to music

**MaryFT:** glad to hear it Shannon

**MaryFT:** you all seem to be getting the hang of emoting

**MaryFT:** If you are confused or want to ask a question, you might type :raises his/her hand

**MaryFT:** If something is funny, type :giggles or :chuckles

**MaryFT:** this could also be a neat verb exercise for your students

**MaryFT:** how many different ways can you emote?

**MichelleRM:** as many as you can imagine

**MaryFT** nods

**MaryFT:** You can also express thoughts by typing /th and whatever you want the group to know you are thinking about

**MaryFT** . o O ( this group is GREAT )

**MichelleRM** . o O ( about dinner )

**MaryFT:** the little thought bubbles let everyone know that this is a thought

**MaryFT:** sometimes you are brainstorming and you want people to know that your idea is not quite fully formed

**MaryFT:** is anyone else out there thinking?

**JanettC** . o O ( desperate house wives at 8 o'clock )

**ElizabetWe** . o O ( I hope I'm doing this right )

**BjB** . o O ( Tapped In members are deep thinkers )

**ShannonU:** do you type in /th and then what you are thinking

**MichelleRM** . o O ( this is really cool....can't wait to use this tool in my own classroom )

**MaryFT** nods

**MaryFT:** yes Shannon

**KristinaSu** . o O ( (going to bed) )

**ShannonU** . o O ( sleeping )

**MaryFT:** many varied thoughts

**MaryFT:** Now let's move on to the Interface of Tapped IN

**MaryFT:** you've already mastered HERE, ONLINE, basic communication, and Private Messaging

**MaryFT:** now it's time to see some other things



**MaryFT:** Did anyone wonder about my office?

**JessicaGH:** yes

**JanettC:** yes

**MaryFT:** Well, you're in my office right now

**MaryFT:** My office is my private space where I can conference with students, post messages, etc.

**MaryFT:** You can all have your own offices as long as you are members of Tapped In

**MaryFT:** talk about a great way to meet with your team members for planning!!!

**MaryFT:** no more meeting at school on the weekends or late after the kids have left

**MaryFT:** hint...hint

**ShannonU:** sounds good to me

**ElizabetWe:** that is a good idea

**KristinaSu:** me too!

**MichelleRM:** yeppers..

**MaryFT:** now it's time to find out a little about the folks you are talking to

**MaryFT:** next to the talking head icon you will see a little green i

**MaryFT:** click on my name in the HERE menu and then click on the little i to find out more about me

**MaryFT:** do you see my profile page?

**ElizabetWe:** yes

**KristinaSu:** yes

**JanettC:** yes

**MichelleRM:** yes

**ShannonU:** yes

**JessicaGH:** cute picture

**JanettC:** good pic

**MaryFT:** it's an old picture

**MaryFT:** I have a picture there because it makes it easier for people to feel like they know who they are talking too

**ShannonU:** I agree

**ElizabetWe:** I agree

**MaryFT:** you may want to put a picture on your own information page

**MichelleRM:** me too

**ShannonU:** I just saw BJ

**MaryFT:** to do that first you need a picture (usually a .jpg) that you want to share

**MaryFT:** that's the hardest part for me!

**MaryFT:** click on the ME tab at the top of your screen

**MaryFT:** click on Settings

**MaryFT:** click on Edit Description

**MaryFT:** and you will see a dialogue box that you can use to upload your picture file

**MaryFT:** does everyone see that?

**JessicaGH:** yes

**MichelleRM:** yes

**KristinaSu:** yes

**JanettC:** yes

**ShannonU:** yes

**MaryFT:** also under the Me tab is the Calendar tab

**ElizabetWe:** yes

**MaryFT:** it serves the same function as the main TI calendar except that it shows you upcoming sessions that may be of interest specifically to you

**MaryFT:** it also shows you past events that you have attended

**MaryFT:** I thought that was a nice feature

**MaryFT:** One very important thing to check while we are still on the ME tab is that your email address is correct

**MaryFT:** that's back under Settings

**MaryFT:** Your email address is very important in TI because you receive notices, newsletters, and TRANSCRIPTS via email

**MaryFT:** the transcripts are very important because they allow you to re-read an entire chat

**MaryFT:** sometimes there's too much going on to process during the session

**MaryFT:** you need the opportunity to re-read

**MaryFT:** also, links to important sites are recorded for the future

**MaryFT:** members of Tapped In receive transcripts automatically

**MaryFT:** for those of you taking a class or trying to get professional development credit, the transcript is proof that you were here

**MaryFT:** questions?

**ElizabetWe:** so we will be receiving a transcript for this session?

**MaryFT** nods to Elizabeth

**MaryFT:** within minutes of logging out

WendyS joined the room.

**JessicaGH:** and we submit it to eclassrooms

**MaryFT:** as long as your email address is correct

**MaryFT:** to the Assignment system Jessica

**MaryFT:** welcome Wendy

**MaryFT:** are you here for the Tips and Trick tour?

**JanettC:** we just cut and paste it to a word document

WendyS: I am still going through your videos right now

**MaryFT:** correct...that's the easiest way to turn it in to me

**MaryFT:** no problem Wendy

**MaryFT:** so what else can we do in Tapped In besides create ids, offices, and chat with each other?

**MaryFT:** of course, the main purpose of TI is to improve ourselves through Professional Development

**MaryFT:** Tapped In offers a host of online professional development sessions targeted to teacher's needs and interests

**MaryFT:** that's what makes it the coolest place on the Web

**MaryFT:** let's find out what's going on this month

**ElizabetWe:** and districts accept this as legitimate professional development hours, I am assuming

**MaryFT:** depends on the district Elizabeth

**MaryFT:** you will have to ask

**ElizabetWe:** oh, ok

**MaryFT:** some do right Bj?

**BjB** nods

**MaryFT:** click on the Tapped In tab up at the top of your screen

**MaryFT:** don't click on the campus map!

**MichelleRM:** do you know if the districts around UH do by any chance?

**MaryFT:** I don't...

**MaryFT:** I need to find out but I think it may be on a school by school basis

**MaryFT:** click on the Calendar

**MichelleRM:** oh okay. Thanks

**BjB . o O** ( I don't know either. )

**MaryFT:** everyone see Calendar?

**JessicaGH:** yes

**ElizabetWe:** yes

**KristinaSu:** yes

**MichelleRM:** yes

**ShannonU:** yes

**JanettC:** yes

**MaryFT:** the Calendar is your main information source for what's going on at TI

**MaryFT:** While we're here...go ahead and set your time zone correctly

**MaryFT:** it can be confusing if you look at the calendar in the wrong time zone

**MaryFT:** a tip off is if you see lots of things going on very early in the morning

**MaryFT:** usually you're in the wrong time zone

**MaryFT:** TI is very teacher friendly

**MaryFT:** lots of after-school sessions

**MaryFT:** ok...take a look at what's coming up

**MaryFT:** read some of the titles

**MaryFT:** see anything that interests you?

**ShannonU:** yes the math resources

**JanettC:** Nuts about nature (environmental education)

**MaryFT** nods

**JessicaGH:** Math Resources

**MaryFT:** anyone else?

**KristinaSu:** science resources

**MaryFT:** if you like a title, click on it for a full description

**MichelleRM:** yes the science resources...unfortunately for me, they all occur on Tuesday nights and I have class.

**ElizabetWe:** Arts and Literacy

**ShannonU:** oh math and technology

**JessicaGH:** what does it mean if it is highlighted

**ShannonU:** i pertains to your interests, i think

**MaryFT:** It means that it's a session that might fit with your interests

**BjB:** when you registered as a TI member you put in your discipline

**MaryFT:** that you identified when you became a member

**JessicaGH:** Oh

**BjB** nods to Mary

**MaryFT:** Let's all click on E-Portfolios

**MaryFT:** on the 15th

**MaryFT:** What time does it take place?

**ShannonU:** 5 pm

**JessicaGH:** 5

**JanettC:** 5

**ElizabetWe:** 5

**KristinaSu:** 5

**MichelleRM:** 5

**MaryFT:** good!

**MaryFT:** how long is it?

**JanettC:** 1 hour

**ShannonU:** 1 hour

**KristinaSu:** 1 hour

**JessicaGH:** 1 hour

**ElizabetWe:** 1 hr

**MichelleRM:** 1 hour

**MaryFT:** Who's leading it?

**ShannonU:** Joseph

**ElizabetWe:** Joseph Ugoretz

**MichelleRM:** Joseph Ugoretz

**JanettC:** Joesph Ugoretz

**KristinaSu:** Joseph Ugoretz

**JessicaGH:** Joseph Ugoretz

**MaryFT:** GREAT!

**MaryFT:** one more...what room will it be in?

**JessicaGH:** E-Portfolios Discussion

**ElizabetWe:** e-portfolios discussion room

**ShannonU:** e portfollios discussion

**MichelleRM:** E-Portfolio's Discussion

**JanettC:** E-portfolio discussion

**KristinaSu:** e portfolio

**MaryFT:** why might you guys be interested in this session?

**ElizabetWe:** to get ideas for our e-portfolios

**MaryFT** nods

**ShannonU:** it will help us put our portfolios together

**JessicaGH:** students can use it to display their work

**KristinaSu:** We have to have a portfolio of our work

**JanettC:** We have an e-portfolio, so it will help us

**MichelleRM:** Because it discusses using tapped in for portfolios and to put videos, documents, links that might be useful

**MaryFT:** yes...you all have e-portfolios

**MaryFT:** so you might be able to share ideas and learn some new ones

**MaryFT:** just a thought

**MaryFT:** ok...let's move on my little geniuses

**MaryFT:** click on the Tapped In tab again

**MaryFT:** do you see the Campus Map?

**MichelleRM:** yes

**JanettC:** yes

**KristinaSu:** yes

**JessicaGH:** yes

**MaryFT:** don't click

**ElizabetWe** nods

**ShannonU:** yes



**MaryFT:** Do you see the link that says K-12 Student Campus?

**ElizabethWe:** yes

**MichelleRM:** yes

**KristinaSu:** yes

**JessicaGH:** yes

**JanettC:** yes

**ShannonU:** yes

**MaryFT:** no clicking

**MaryFT:** let me tell you about the K-12 SAC

**MaryFT:** the sac is a safe and secure place where teachers can bring their K-12 students...

**ShannonU:** neat

**MichelleRM:** cool

**MaryFT:** teachers create a group room in the SAC, assign student usernames and set a password...

**BjB . o O ( SAC = Student Activity Center )**

**MaryFT** nods thanks Bj

**MaryFT:** see how helpful she is?

**MaryFT:** when a student logs in, they will land in the group room. Students are not able to enter any other building in Tapped In...

**MaryFT:** no guests are permitted in the SAC and only group members may enter a student group room

**ShannonU:** that is good

**MaryFT:** Teachers can bring in guest speakers (by inviting them to join the group)...

**MichelleRM:** cool

**ElizabethWe . o O ( this is really cool )**

**MaryFT:** or meet with another class in the sac lobby or reception rooms

**JanettC** raises hand

**MaryFT:** yes Janett?

**JanettC:** how long does it take to set up pass words for our students?

**MaryFT** defers to Bj...

**MaryFT:** I'm not sure...

**BjB:** depends on how many students...

**MaryFT:** yes

**MaryFT:** is it a difficult process?

**BjB:** but what you do is create a group room in the SAC...

**BjB:** and then create usernames for each student

**BjB:** and give everyone in the class the same password

**JanettC:** ohh, ok

**MaryFT:** so not too bad

**BjB:** so it doesn't take long at all

**MaryFT:** just a matter of typing in names

**MaryFT:** thanx Bj

**BjB:** you are led through a tutorial when you create a K-12 student group room

**MaryFT:** great!

**MichelleRM . o O ( that clarifies things )**

**ShannonU:** that is neat

**KristinaSu . o O ( interesting )**

**BjB:** all student membernames end in St

**BjB:** when they log in they log in as Tapped In members

**MaryFT:** so if someone wanted to do a chat activity with their students for a class for instance...they could

**BjB:** the St at the end of their username lands them directly in the group room

**MichelleRM:** that's good ...that way you always know when you are talking to a student and not an adult

**MaryFT** nods

**MaryFT:** To read more about the SAC and to see the rules for its use, go to:  
<http://tappedin.org/tappedin/web/help/students.jsp>

**ShannonU:** This means that Jessica and my class can meet! How neat

**MaryFT:** Yes!

**MaryFT:** that is cool Shannon

**MaryFT:** and we had some other Middle School folks

**MaryFT:** they might be interested in meeting with you and Jessica too

**MichelleRM:** can students go to your office...like if you set up online office hours as you do Dr. Thompson?

**BjB:** students are not able to leave the SAC and enter any of the other TI buildings

**MaryFT:** ok

**BjB** . o O ( safety rule )

**MichelleRM:** That was let's say I have office hours and if a student has questions on homework they could get help?

**MichelleRM:** oh

**BjB:** you can hold office hours in your group room, Michelle

**MaryFT:** but you could set up time inside the SAC to answer those questions, right?

**MichelleRM:** oh ok...that's cool

**MaryFT:** your group room would function like your office for K-12 groups

**MaryFT:** that is a cool idea Michelle

**MaryFT:** your students would LOVE that

**MaryFT:** ok...one last thing

**JanettC:** I can't wait to use this

**MaryFT:** great Janett

**MichelleRM:** me too....I wish my teacher's had this when I was in school

**MaryFT:** from the TI campus map click on the Groups tab

**MaryFT:** above the campus map in the blue menu area

**MaryFT:** Do you see the blue link that says Search groups?

**KristinaSu:** yea

**JanettC:** yes

**ElizabethWe:** yes

**MaryFT:** it has a magnifying glass next to it

**JessicaGH:** yes

**MichelleRM:** yes

**ShannonU:** yes

**MaryFT:** Please search for the group Teachers in Training

**MaryFT:** this is a group I created for preservice and beginning teachers

**JessicaGH:** found it

**MaryFT:** there are lots of other groups in TI but I'm encouraging you to join this one too

**KristinaSu:** found it

**MichelleRM:** found it

**MaryFT:** if you click on Teachers in Training you should have the option of joining our group

**JessicaGH:** I just joined!

**MaryFT:** We meet once a month to talk amongst ourselves

**MaryFT:** great job Jessica

**MichelleRM:** I joined last week

**MaryFT:** this is a shameless plug for my group

**ElizabetWe** laughs

**MaryFT:** you will see us scheduled on the March calendar

**MichelleRM** laughs

**KristinaSu:** I just joined too!

**MaryFT:** next meeting is March 2 I think

**MaryFT:** or somewhere in there

**BjB . o O** ( I put something in the newsletter about your two groups also, Mary )

**MaryFT:** ty Bj

**MichelleRM:** can we create groups and schedule meeting times?

**BjB . o O** ( first Thursday of each month )

**MaryFT:** yes

**MaryFT:** you are allowed up to two groups I think

**MaryFT:** or you can meet in your office too

**MaryFT:** depends on what you want to do

**MaryFT:** technically we are still in my office

**MichelleRM:** can you have office meetings schedule on the tapped in calendar?

**MaryFT:** I don't think so Michelle

**ElizabetWe** raises hand

**BjB:** only if the meetings are open to all Tapped In members, Michelle

**MaryFT:** yes Elizabeth?

**ElizabetWe:** will we receive an email reminder about these group meetings if we have indicated that we want reminders for sessions we have registered for?

**MichelleRM:** how do you register for a session?

**BjB** . o O ( yes, if the group leader remembers to post a reminder )

**MaryFT:** ah so...

**MaryFT:** is this a hint for me Bj?

**ElizabetWe:** ok....thanks

**BjB:** you don't have to register for any of the TI sessions, Michelle

**BjB** nods solemnly to Mary

**BjB** winks

**MaryFT:** will try to remember to remind everyone about Teachers in Training

**MaryFT:** our next topic is classroom grants for teachers

**MaryFT:** so we're about out of time

**MaryFT:** any questions?

**KristinaSu:** nope

**JessicaGH:** Nope, that was very helpful.

**MaryFT:** since we're still technically in my office

**MichelleRM:** no

**MaryFT:** you should be able to make this room a favorite

**MaryFT:** so you can easily come back and visit any time

**ElizabetWe:** if we have our first online meeting with you tonight at 8, where do we go?

**JessicaGH:** how do we do that?

**MaryFT:** and Debbie

**MaryFT:** you should have a link up towards the top that says Make this room a favorite

**JessicaGH:** Got it!

**MaryFT:** Good!

**MaryFT:** Once it's a favorite, you can use the dropdown menu on the right to find this room easily

**MaryFT:** we will meet here for required class meetings

**KristinaSu:** got it!

**JanettC:** ok

**BjB** heads back to reception and gets out of Mary's way

**BjB:** Thanks for a wonderful tour, Mary

**MaryFT:** np...you're always welcome

**MaryFT** smiles

**KristinaSu:** Thanks Mary!

**BjB** waves goodnight to everyone.

**MaryFT:** my pleasure

**MichelleRM:** Bye Bj