

Title of Session: Tips and Tricks Focus - Groups

Moderator: Dianne Allen

Title of File: 20071008groups

Date: October 8, 2007

Room: After School Online

BJB2: have either of you participated in Tapped In discussions before?

NicoleZ: no

BJB2: why don't you both tell me where you are located and what you teach or hope to teach.

MelanieP: in a class during my credential

BJB2: I teach communication and am in Pennsylvania

MelanieP: 5/6 grade combo, Anaheim, ca

BJB2: thanks, Melanie. How long have you taught?

NicoleZ: I am student a student teacher in Houston Texas 10/11 grade U.S./ World History

MelanieP: sub last year

BJB2: cool. Thanks, Nicole

BJB2 nods to Melanie.

BJB2 . o O (I'm in my 24th year!)

MelanieP: forgot how to nod and wave

MelanieP: wow

NicoleZ: WOW! what do you teach

BJB2: let's remind you how to emote or show an action...

BJB2: start the line with a colon followed by an action

BJB2: for example type :waves

MelanieP wave

MelanieP: ok

MelanieP: thank you

BJB2: want to try that, Nicole?

NicoleZ: ok

BJB2 waves hi to Nicole

NicoleZ waves to BJ

MelanieP nice

MelanieP: what about the thinking bubble

BJB2: ahhhh...you mean this....

BJB2 . o O (we're deep thinkers in Tapped In)

MelanieP: yeah

MelanieP smiles

BJB2: to think start the line with /th followed by a thought. For example type /th I'm thinking

NicoleZ. o O (I'm thinking)

MelanieP . o O (huh /th I'm thinking)

BJB2: the o's and the parens are automatically inserted

NicoleZ: ok cool

BJB2 cheers...good thinking

BJB2: emoting is virtual body language

MelanieP: ;

BJB2: so it's pretty important

BJB2: thinking is fun ;-)

BJB2: but it's also a nice way to vary your text chat so it's interesting

NicoleZ: ok

BJB2: Looks like Dianne might have slept in (she's in Australia)...

BJB2: so we'll get started and see if she comes later

NicoleZ: ok

MelanieP: sounds good

MelanieP: where to

BJB2: this tour was posted as a focus on groups

ShayneTr joined the room.

BJB2: Hi, Shayne. Here for tips focus?

BJB2: we'll stay here for a few minutes while I explain what a group is ...

ShayneTr: Yes! Hi BJ.

BJB2: then we'll move to the groups lobby and take a look at some of the featured groups

BJB2: great, welcome, Shayne

BJB2: we're going to start with the basic premise that a group is a special interest group

BJB2: each group is focused on a topic of interest to a group of educators...

BJB2: if you teach art, you might want to join a group that focuses on art, etc

BJB2: each tapped in member can create (own) two groups...

BJB2: but you can JOIN as many groups as you want to

BJB2: when you create a group you have the option of making that group Private, Public/Moderated, or Public/Open

BJB2: in a private group, you have to invite each TI member that you want to join your group. Your private group will not show up in any search

BJB2 . o O (so no one can try to join or access a private group)

BJB2: if you create a Public/Moderated group, each tapped in member has to request to join this group

BJB2: and you, as the owner, have the right to accept or reject that request.

BJB2: a Public/Moderated group will appear in a search

BJB2: a Public/Open group is available to any Tapped In member who would like to join. The group can be located in a search...

BJB2: and the person can join at any time

BJB2: as the OWNER of a group you always have the right to delete individual members

BJB2: or invite new members to join your group

BJB2: any questions so far?

ShayneTr: can a group have more than one owner?

MelanieP: things like web heads in action?

BJB2: no, but it can have several moderators

NicoleZ: how do you go about creating your own group

BJB2: and the owner and moderator can set the privileges of the group

ShayneTr: thanks

BJB2: I'll show you in a bit, Nicole

NicoleZ: ok

DianneA joined the room.

BJB2: whew! There's Dianne!!!

DianneA enters sheepishly

DianneA: and sweatily

DianneA: apologies all

DianneA: new physical regime

BJB2 hugs. Glad you could make it ;-)

DianneA: no idea of how long it took!

NicoleZ: it's understandable. How's Australia?

BJB2: I've explained the basics of a public/moderated, public/open, and private group

DianneA: do I sit and listen for a bit and then take over Bj

BJB2: that would be fine, Dianne

DianneA listens for a bit

BJB2: one guideline to groups is that ONLY a tapped in member can join a group...

BJB2: and ONLY a group member can enter the group room

BJB2: the advantages to joining a group...

BJB2: are that you are then able to contribute to the resources that the group has in their group room

BJB2: and you can post and get posts from the threaded discussion boards in the group room

BJB2: Dianne, I was going to take everyone to the groups lobby next...can you take it from there?

DianneA: yes thanks BJ

BJB2: everyone please look above this chat window to Featured Passageways

BJB2: scroll down to Tapped In Groups Lobby

MelanieP: ?

NicoleZ: do I click on it

BJB2: and then click on the door, please

DianneA left the room.

Room: TI_3_Lby

BJB2 joined the room.

DianneA: Hi Bj is Nicole lost?

BJB2: she's in reception...I'm working on it

NicoleZ joined the room.

BJB2: ta daaa!

DianneA: Hurray for Nicole and BJ

BJB2: good, Nicole

DianneA: good work

NicoleZ: thanks

DianneA: Ok then, here we are in the lobby of the Group Rooms

DianneA: and the general overview is much like the ASO and all other rooms and offices ..

DianneA: we have a box of welcome and explanatory information ...

DianneA: we have a box of featured passageways

DianneA: if you scroll down you can see a featured note with some links ...

DianneA: to the left of the main window there is a series of active links of the menu to access aspects of the group room ...

DianneA: the NOTES, FILES, LINKS, DISCUSSION, WHITEBOARD etc ..

DianneA: it is these aspects of the room that are the additional cues to lots of other resources

DianneA: so let's explore them for a bit ...

DianneA: click on the NOTES link

DianneA: Notice there is one note for how to join a group not featured

DianneA: now click on the FILES active link ...

NicoleZ: I can't find it

BJB2 . o O (featured means that the group is listed on the welcome page you see when you enter the room)

DianneA: ah Nicole ... to the left of the main window ... an active link called NOTES, ...

DianneA: clicking on that accesses an index of any notes left here in this room

BJB2 . o O (welcome, on this floor, notes...)

MelanieP: in files there is festival logo

MelanieP: ?

DianneA: yes Melanie ..

DianneA: thanks

DianneA: I am waiting to see that Nicole has found the notes

NicoleZ: ok I found it /th I'mslow

DianneA: good Nicole, now check out the FILES

DianneA: and tell me what you find there

BJB2 . o O (this is also Nicole's first experience in TI)

DianneA nods to Bj thanks

NicoleZ: Festival Logo

DianneA: good

DianneA: now click on LINKS and tell me what you find there

NicoleZ: none

MelanieP: none

DianneA: good!

DianneA: but not what I wanted to show!!! Always the way ... but more on that in a minute

DianneA: Now click on DISCUSSION and tell me what you see there

MelanieP: discussion board

NicoleZ: not subscribed to the discussion

DianneA: OK for now subscribe to the discussion

BJB2: this is a public room, not a group room...

BJB2: which means that you don't have to join this room to be able to subscribe to the discussion

DianneA: can click on the Comments on Featured Groups ..

DianneA: what do you see there?

ShayneTr: The discussion seems very random ??

DianneA: yes Shayne

BJB2 . o O (we could sure use some more updated comments on the groups!)

DianneA: the nature of the room

MelanieP: and some have been up for a couple of years

DianneA: At the 2005 Festival we set up here for showcasing Groups ..

DianneA: and we had some discussion here about those groups ...

DianneA: essentially this is a lobby and not much action and certainly not a 'group' here

BJB2 . o O (just found my tech topic for the October newsletter ;-))

DianneA: but I am showing you the basics of the structure then we will go to an operating and active public group and join and see

DianneA: for now follow my next step ...

DianneA: click on the WHITEBOARD and tell me what you see

NicoleZ: a message

MelanieP: u can write on it

DianneA: good, anything else?

DianneA: Marcia, you with us?

ShayneTr: a lot of people testing it :)

NicoleZ: people asking its purpose

MarciaBe: You bet. Can you delete things?

DianneA: thanks Shayne

DianneA: OK, let's do some trial and error work here

BJB2: in YOUR office or group room you can delete text from the whiteboard.

DianneA: Marcia does your whiteboard screen offer 'erase'?

MarciaBe: Not that I see.

DianneA: OK then you cannot erase it

MarciaBe: OK. So I can erase my Whiteboard. Thanks.

DianneA: does anyone else's screen offer erase?

MelanieP: can the moderator erase?

NicoleZ: it says refresh

DianneA: good

BJB2: yes, the moderator of the room can erase

DianneA: does it say 'write'?

NicoleZ: yes

DianneA: then you can write on it

DianneA: let's try that

DianneA: click on the write, say something and then find an update option and clicik on that to finish off

NicoleZ: my message is posted on the whiteboard

MelanieP: done

DianneA: good work both of you

DianneA: have you refreshed your whiteboard to see the latest additions

NicoleZ: yes

MelanieP: yep

MarciaBe: Yes

DianneA: OK last tip around general structure ... click on the Passageways active link in the left hand menu

DianneA: what do you notice?

NicoleZ: group rooms

MarciaBe: Groups and how many people are in them now

DianneA: yes and lots of them

DianneA: but only a few featured ones out of the 860+ groups set up here

MelanieP: next to teens for t1 what's the sign?

ShayneTr: kind of ironic that the collaboration group has no members

DianneA: that is the sign representing moving to the K-12 campus Melanie

MelanieP: maybe members but no one's on

DianneA: another section of the Tapped In site

ShayneTr: How does a group get featured?

MelanieP: ok

DianneA: for now I want you to click on the open door to ArtsSites

NicoleZ left the room.

MarciaBe left the room.

DianneA: one of the moderators features it Shayne

DianneA left the room.

MelanieP left the room.

BJB2: all the groups featured here have opened their group rooms to all visitors, Shayne

ShayneTr left the room.

BJB2 left the room.

Room: ArtsSites_Grp

BJB2 joined the room.

DianneA: Great work

DianneA: so here is an active and effective group room

BJB2 . o O (all the groups featured in the lobby are open to all visitors)

DianneA: Bj is the owner, and keeps it going with lots of rich stuff

MelanieP: Thank you...I have to go tutor See you another time

DianneA: bye Melanie

BJB2 . o O (remember I told you earlier that ONLY a group member can enter a group room?)

BJB2 waves bye to Melanie

NicoleZ: goodbye

MelanieP left the room (signed off).

NicoleZ: so you have to join this group in order to enter?

BJB2: a group can override that restriction if they want to allow guests and TI members to participate in a public discussion

ShayneTr: Dianne, I was curious as to which groups get featured

DianneA: yes Shayne

BJB2: did that answer your question, Shayne?

DianneA: essentially the moderator does this

DianneA: but from the lobby groups can decide to be featured there

MarciaBe: So if you allow guest and nonmembers, you are a featured group?

DianneA: and so a group owner can set up the passageway there and feature it (I think)

DianneA: BJ will correct me if I am wrong

BJB2: if you let me know ;-) I'd be happy to feature your group (s)

MarciaBe: What a nice safety net :-)

DianneA: you have to take the step of adding the group to the passageway Marcia

MarciaBe: OK, Thanks.

ShayneTr: Oh thanks. I thought maybe it would be the most active groups featured in the groups lobby.

DianneA: any other questions?

MarciaBe: Not right now, thanks.

NicoleZ: so...

ShayneTr: Are there statistics on groups? I noticed that there are some groups that seem to have the same topic but some are more active than others...

NicoleZ: we log in and join a group discussion when they are featured

DianneA: Shayne you find statistics of groups by going to the campus and opening the groups subtab

MarciaBe: Do people or groups mind if you just wander around and look at all of their resources?

DianneA: not quite Nicole

ShayneTr: thanks, a little exploring is in order

NicoleZ: and a moderator/group leader will guide us through what we should do while

we are their?

DianneA: some of these featured group rooms offer the public calendar sessions ...

DianneA: they are then open to the public to come and go and use their resources

DianneA: so yes you could log in come to the Groups lobby and go into a featured room and join the discussion there

DianneA: whether there is a live discussion or only the threaded discussion will depend on what time you arrive

DianneA: Marcia a public group or an open office is set up so that any can explore and tap those resources

DianneA: that is one of the things I LOVE about tapped In

DianneA: the access to recommended resources and websites

MarciaBe: Thanks, I loved what little I have done but wasn't sure if I was trespassing

DianneA: Nicole often a moderator will not be there when you are there

DianneA: but if they are then yes they can show you around

NicoleZ: I guess I am still confused there are both public and private discussions I get that

DianneA: How are everyone going for time?

ShayneTr: I did get booted out of one group because it was a class's group and the teacher forgot to make it private, Laughs.

MarciaBe: I'm sorry, I have to leave but appreciate everyone's help. Thanks ~Marcia

DianneA laughs with Shayne

BJB2 . o O (Fanfiction discussion is starting now...if anyone wants to join that.)

MarciaBe left the room (signed off).

DianneA nods to BJ

ShayneTr: I have to go make a pumpkin pie. It's thanksgiving up here! Thanks Dianne and BJ

DianneA: Nicole joining that session will be an eye opener if you are new

DianneA: and have the time

NicoleZ: well I can't today but I will look at the calendar and definitely come back

NicoleZ: thanks for the help

DianneA: there is more to groups but it looks like I need to have another session to explore that

ShayneTr left the room (signed off).

DianneA: Ok all thanks for the company

NicoleZ: take care

DianneA: and thanks BJ for being back up again

BJB2 agrees with Dianne....I wasn't aware of all the info and how long it took!

DianneA: sorry to impose on you in that way!

NicoleZ: how do you copy this chat

DianneA: Nicole it comes automatically as a transcript in your email inbox when you log off

NicoleZ: oh ok thanks

DianneA: another nice feature!!

NicoleZ: yea!

NicoleZ: bye

BJB2 hugs Dianne...never an imposition!

DianneA: I won't guarantee anything but I should get my timing right next time!

DianneA: ciao for now!

BJB2 waves bye