

Title of Session: Tips and Tricks for Tapped In

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Room: Tapped In Reception

BjB: while we wait for anyone else to log in, let's start with introductions. I'm an art teacher in Pennsylvania and a helpdesk volunteer for Tapped In. I'll be leading the tips and tricks session.

BrettS: I am a business ed teacher and technology in Minnesota.

MeshiaH: Hello, I am a pre-service teacher and a student from UH.

CaseyH: I am a Pk?/K teacher from Texas

KyteriaR: I am a preservice teacher from Houston Texas. I attend UH

YazidR: I am a French teacher and Lead tech at my school

PatienceH: I am a pre-service teacher and student at UofH

CrystalH joined the room.

BjB: Yazid, where are you located?

YazidR: I am from New Orleans Louisiana

BjB: Hi, Crystal. Welcome to Tapped In

BjB: thanks, everyone! Crystal, are you here for tips and tricks?

BjB wonders if Pariie would like to introduce herself?

BjB . o O (please don't be shy...we're going to have lots of fun)

PageB joined the room.

BjB: Hi, Page. Welcome. Are you here for tips and tricks?

PageB: Yes I am!

BjB smiles...just in time, Page. Can you please tell everyone where you're located and what you do?

CrystalH: Hello, I am Crystal

PageB: I am now located in the reception room .. I teach fourth grade reading, math and science in Lynchburg, Virginia

BjB: thanks, Crystal...where are you located?

CrystalH: Houston, Texas

BjB grins at Page...and you are exactly in the right place!

TerrySa joined the room.

BjB: ok, everyone ready to rock and roll?

CaseyH: sure

PageB: great!

YazidR: Sure!

MeshiaH: yes

BrettS: yes

CrystalH: yes

PatienceH: yes

KyteriaR: yes

BjB: what I'm going to do is go around the screen and point out all the features of Tapped In...

MeshiaH: ok

YazidR: that's sounds great

BjB: if you have questions, please speak up, ok?

CrystalH: ok

KyteriaR: ok

BjB: this will give you an overview of the interface so you can come back and explore on your own with a little more confidence

BjB: Let's start with the ME tab at the top of the screen...please click on the ME tab

BjB: . o O (don't click on anything else unless I tell you to, please)

YazidR: ok

BjB: the me tab is where all your information and data is stored...

BjB: you can access your messages, files, links, notes from ANYWHERE in Tapped In

MeshiaH: ok

BjB: the tab I want to point out tonight is SETTINGS

BjB: Please click on settings

YazidR: done

MeshiaH: done

BjB: from settings you can edit/change your profile and description...

BjB: your profile (ID) is very important...

BjB: it is how you introduce yourself to the Tapped In community

BjB: I'm going to show you an example

TerrySa joined the room.

YazidR: ok

BjB: move down to the HERE tab to the left of this chat window and single click on

BJB. Then click on the green i at the bottom of the frame

BjB: welcome back, Terry

TerrySa: thanks

BjB: you should all see my ID above the chat window.

BjB: the green i icon is for IDENTITY. It marks a link to the identity of a person or group.

MeshiaH: ok

BjB waits for Questions

BjB: . o O (or even questions with a little q)

PatienceH: none here

YazidR: Can you tell us about picture?

CaseyH: sounds simple enough

BrettS: none here

KyteriaR: ok so far

YazidR: how we can edit or insert a pic?

PageB: BjB- every time I click on what you tell me to, I lose the chat screen- I detached as the directions told me-is this correct?

CrystalH: no question

BjB: Yazid, when you go to your settings and then edit description you will get directions for uploading a photo

YazidR: Ok thanks

BjB: Page, you might want to attach your chat window while I'm showing features on the screen above this chat window

BjB: ready for the next tab?

MeshiaH: yes

BjB: Click on TAPPED IN

PageB: Do I click on join

BjB: the first screen you'll see is the campus map. Please don't click on anything

BjB: Page, go to Actions and then click on attach

PageB: Thanks

BjB: the campus map shows you the various tenant partners of Tapped In...

BjB: the part that relates to you is the K-12 Student Campus...

BjB: . o O (don't click)

BjB: I know it's tempting to click, but if you do, you will leave this room and won't hear what I'm saying

MeshiaH: ok

PageB: ok

BjB: I'm going to give you an overview of the K-12 Student Center or SAC

BjB: welcome back, Page!

PageB: thanks

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

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

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

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

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

BjB: or to meet with another class in the sac lobby or reception rooms

YazidR left the room.

BjB: when you are in the SAC you do not see anyone under the online tab except people in the SAC...

YazidR joined the room.

BjB: and when you are in Tapped In, you don't see anyone logged in to the SAC

BjB: . o O (couldn't help yourself, Yazid?)

YazidR left the room.

BjB chuckles...now we know who the ADD student is

CaseyH: ha

PatienceH smiles

BrettS: good one

TerrySa: 8~)

BjB: questions about the SAC?

PatienceH: none...it's a great idea

TerrySa: nope...good explanation

CrystalH: no

MeshiaH: nope

PageB: thanks

KyteriaR: no

BrettS: So if I understand right I am able to set up a class

BjB nods to Brett

BrettS: interesting

BjB: I'd like to point out one more tab under Tapped In...click on CALENDAR

MeshiaH: done

BjB: at the top of the calendar is a place to set the calendar to your time zone...I strongly recommend this if you are as time zone challenged as I am!

PageB: done

BjB: once you do that, every time you look at the calendar, you'll see the events at your time

CrystalH: I do not see the time zone

BjB: Crystal, there is a CHANGE link to the right of time zone at the top of the calendar

BjB: see it, Crystal?

CrystalH: found it thanks

BjB: great...questions about the calendar?

PariieM: I'm wondering how can I receive the receipt from Tapped In...

TerrySa: Can we check out items under the calendar without leaving the reception room?

PariieM: Do you guys have any ideas?

BjB: Pariie, about 10-20 minutes after you log out you will automatically receive a transcript in your email

BjB: Terry, good question...yes, you can check items without leaving the room

CrystalH: when does next month calendar come out?

TerrySa: Cool! Thanks!

PariieM: I waited aprox 2 days..but it didn't show up..

CaseyH: how many students have to log in for a discussion to take place?

BjB: as a matter of fact, I recommend that you click on a topic on the calendar and read the description...it usually tells you where the event will take place

BjB: Pariie, click on the ME tab/Settings and make sure your email is correct

TerrySa: Are there transcripts from past events?

BjB: Casey, all we need is one participant for an event to take place

CaseyH: ok great!

BjB: yes, Terry...click on www.tappedin.org/transcripts

PariieM: I received my posted..but not a transcript..

TerrySa: Thanks!

BjB: the transcripts from past events are archived at that location

BjB: the March calendar is in the process of going up now...I'm being slow

BjB: Pariie, I'm not sure I understand what you received?

PariieM: I received what I posted..but not the transcript ..:(

BjB: Yahoo might have a filter that blocks your transcripts, Pariie

BjB: do you have another email you could try?

PariieM: Um..yes..

PariieM: Thanks so much

BjB: use the ME / Settings tab to change your email before you log out...

BjB: and see if that works for you

ParieM: ok..got it!..:)

BjB: ready to continue the tour, everyone?

TerrySa: yup

CrystalH: yes

CaseyH: yes, please

MeshiaH: yes

PageB: yes

BrettS: yes

KyteriaR: yes

BjB: I'm going to briefly show you the search tab...please click on SEARCH at the top of your screen

BjB: for preservice teachers, click on GROUPS

BjB: enter preservice teachers and then CLICK ON THE FIND IT button

BjB: this is a great group with lots of resources for preservice teachers. The group meets the second Tuesday of each month. The group room has a threaded discussion board

BjB: when you've clicked on the green i next to preservice teachers you will see a place to join the group

PageB: is the green i how you would join any group?

BjB: if you are a university faculty that teaches teachers, there is a Teacher Faculty group

BjB: the green i is how you IDENTIFY a group, Page

BjB: you can search for people, places, groups under the SEARCH tab

BjB: . o O (just remember to click on the find it button, don't press enter on your keyboard)

BjB: another group some of you might be interested in is the K to 3 Resources group

BjB: that group room also has a lot of resources in the group room and meets twice a month in Tapped In

CaseyH: they have live chats, but also use a discussion board?

MeshiaH: ok

KyteriaR: twice a month on Tuesday?

BjB: nods to Casey and Kyteria...yes to both questions

CaseyH: do you have to go to Tapped In to see the discussions or are they emailed to you?

BjB: anyone else have a group they'd like to find?

TerrySa: is there anywhere for discussion for people who are currently trying to achieve national board certification?

PageB: what about upper elementary teachers?

PatienceH: I can't seem to find the resources room

PatienceH: I searched for it the same way but I can't find it

KyteriaR: all of the groups are related to education right?

TerrySa: Or vocational teacher discussions?

BjB: you have to participate in the discussion to get a transcript, Casey

BjB: yes, there is a group for NBC candidates, Terry. They don't have a group room, but they are on the calendar....they meet this Monday

BjB: you can only enter a group room after you have joined the group

TerrySa: Thanks!

BjB: once you have joined the group, the group name will appear on your favorite places menu

BjB: . o O (remember, if you click you go!)

BjB: There are not any vocational groups per say yet, Terry...but lots of Tech in the classroom discussions

TerrySa: Ok.....I tried to find the group just now and it told me 0 matches found.

MeshiaH: where could I find the Tech in the classroom discussions?

BjB: Kyteria, yes, all discussions are related to education...

BjB: Meshia, almost all the discussions deal with some way to integrate tech into the classroom

PatienceH: I found it on the calendar, but I don't know how to join from there.

BjB: Tapped In is a K-20 Community of Practice for educators...with an international membership of over 11,700 members

BjB: Patience, you log in on the date and at the time of the discussion...

BjB: and then go to the room where the discussion will take place.

PatienceH: oh, so you can't join it

BjB: I'll show you how to do that very shortly

CrystalH: thanks I had the same question

BjB: not all the events on the calendar have group rooms

PatienceH: ok, thanks

BjB: Let's take a look at the welcome page now...click on the X to the left of ABOUT in the top left of your screen

BjB: . o O (or the X to the left of PEOPLE)

PageB: ok

BjB: everyone see the welcome page?

TerrySa: I'm there.

CaseyH: yes maam

PatienceH: yes

BrettS: yes

CrystalH: yes I see it

PageB: yes

KyteriaR: yes

BjB: the welcome page is the first screen you see when you enter a room

PariieM: Can I join you guys?

BjB: the public rooms like reception usually have lots of stuff to help you learn more about Tapped In.

BjB: Please do, Pariie!

BjB: on the left of the welcome screen is Featured Passageways

BjB: . o O (remember, DON'T CLICK)

BjB: all the events on the calendar are held in one of those rooms

BjB: . o O (almost all)

BjB: so, you would look at the calendar which you've set to your time zone, read the description of the event which tells you where the event will take place, come to reception and click on the room you want

BjB: make sense?

PageB: yes!

TerrySa: yes

BrettS: yes

CaseyH: yes

PatienceH: sure

PariieM: Aha

CrystalH: yes

KyteriaR: yes

BjB: it's really easy when you know how

TerrySa: most definitely!

CaseyH: the whole tapped in website looks very user-friendly

BjB: ok...let's move down the blue menu...

BjB nods to Casey

BjB: all rooms have notes, files, and links...

BjB: when you are in your own office or group room, you will get a prompt that allows you to add notes, files and links...and edit ones you've created

BjB: all rooms also have a threaded discussion.

BjB: threaded discussions are great for continuing a discussion between real time chats

BjB: there is a discussion here in Reception which has become a generic q and a board

BjB: if you subscribe to a discussion list, you get the posts via email

BjB: below discussion on the blue menu is whiteboard.

BjB: all rooms have a whiteboard too

BjB: Whiteboards are good for posting the agenda for a meeting...or for having students sign in

BjB: or for posting highlights during a discussion

BjB: I've just cleared the whiteboard for you if you have an irresistible urge to be a graffiti artist

BjB: to write on the whiteboard, click on whiteboard and then click on WRITE ON IT

BjB: enter your text and then click the write on it button at the bottom

BjB smiles...ready to continue?

PageB: yes

MeshiaH: yep

PatienceH: sure

CaseyH: yes

CrystalH: sure

BrettS: yes

PariieM: Aha

TerrySa: let's go!

BjB: below whiteboard on the blue menu is Passageways

BjB: passageways is another name for links to other rooms in Tapped In

BjB: you saw Featured Passageways...what icon is next to a passageway?

BrettS: door

CaseyH: I agree

PageB: me too

BjB hands a gold star to Brett and Casey...and Page

CaseyH: yay!

BrettS: thank you

PageB: smiles

PariieM: Aha...what's it stand for?

BjB: so, the green i is an icon for IDENTIFY and the door is an icon for a passageway

MeshiaH: ok

BjB: we'll get to that in a sec, Pariie

KyteriaR: ok

PariieM: ok

BjB: let's move to the left of the chat window to the HERE and ONLINE tabs

BjB: the HERE tab shows everyone in the same room...it automatically updates

BjB: now click on ONLINE

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

KyteriaR: where is the here and online tab

PariieM: buttom left of the screen

BjB: when you click on the ONLINE tab you'll see a new icon at the bottom...recognize what it's for?

BjB: Kyteria, look to the left of this chat window

BrettS: passageway

PageB: to enter a link

CaseyH: wow Brett you are a smart guy

BjB nods to Brett and gets out another set of gold stars

PageB: what is the refresh for

KyteriaR: I am in the passageway way screen

BjB: ok...next stop on the tour is to try out the refresh button and the door...

BjB: the ONLINE tab doesn't automatically update...

KyteriaR: sorry I was in the passageway screen

BjB: you have to click on the refresh button. You with us now, Kyteria?

PageB: gotcha.. thanks

BjB: I'm going to go to my office and you are going to join me there...anyone guess how you're going to do it?

BjB . o O (educated guess)

CaseyH: the door

PageB: door

BrettS: door

PariieM: aha

BjB smiles...I'm going to run out of gold stars soon!

CaseyH: we are the gifted and talented group

PageB: laughs

BjB: when you see me leave, click on refresh and then single click on **BJB** and the door icon...ready?

CrystalH: hahaha

PariieM: ok

TerrySa: k

CrystalH: alright

BjB left the room.

Room: Enchanted Forest

BjB joined the room.

TerrySa joined the room.

PatienceH joined the room.

CaseyH joined the room.

PageB joined the room.

BrettS joined the room.

TerrySa: made it

PariieM joined the room.

BjB cheers for the GATE group!

CaseyH: ha

PariieM: hey..this is great!

CrystalH joined the room.

BjB: we're missing Crystal...ahh, there she is!

PatienceH: Found it

MeshiaH joined the room.

CrystalH: did I do it right

PageB: BJ- did you design this place?

BjB: yep, good job, Crystal

BjB: Page, all the items you see in my office are links, files and notes and graphic notes that I've 'featured'

PageB: I am impressed!!

PariieM: excellent..! So, what is it really mean..with clicking your name and then enter here..?

TerrySa: Excellent job!

BjB: Pariie, can you ask the question again, please?

PatienceH: I just found your Family Photos - very neat

CrystalH: cute baby

PariieM: I mean..what's the feature of this..just clicking your name and then we're all here..

BjB: what you did, Pariie, was JOIN me in my office...

BjB: if you were participating in a class or discussion, you could click on the online tab, single click on the person you wanted to join and then click on the door icon

BjB . o O (I was using constructivist learning)

PageB: BJ- I have to go.. company just arrived.. THANKS SO MUCH!!!!!!!

MeshiaH: great

MeshiaH: thanks **BjB**

BjB: you're welcome, Page. Thanks for joining us

PageB left the room (signed off).

PatienceH: thanks BJ for the tips & tricks

BjB: anyone have any questions? I have a couple more things to mention if you have time

BjB . o O (but I'll understand if you need to leave)

TerrySa: no questions at this time

PariieM: You mean anyone, right? Or that person have to have office , so I can join him.

BrettS: Thank you for the tour and sharing about yourself with your office.

CrystalH: sure I have time

CaseyH: me too

PatienceH: sure

MeshiaH left the room (signed off).

KyteriaR joined the room.

BjB: Pariie, you can join ANYONE in any location in Tapped In except the Student Activity Center

BjB: Yay!!! you made it, Kyteria!

PariieM: Oh..great

KyteriaR: thanks I was soooooo lost. is this still the tricks and tips session

PariieM: Ok..let's continue

BjB: one of the things I wanted to mention was the ADD TO MY FAVORITES link to the left of the favorite places drop down menu in the top right of your screen

BrettS: Gotta go thank you again

BrettS left the room (signed off).

BjB: when you click on that link, the room you're in will be added to your favorite places menu

PariieM: ok..

BjB: it's handy if you are participating in a class and need to go to a classroom

BjB: you are also welcome to add my office to your favorites and come here any time

BjB: two more things and then I'm done

TerrySa: done!

CrystalH: I do not see the favorites

BjB: Crystal, did you detach your chat window?

PariieM: how can I add your room to my favorite..?

CrystalH: no I found it

PariieM: ok.. I see it

BjB: Pariie, there is a link ADD TO MY FAVORITES to the left of the favorite places drop down menu

PariieM: Thanks

BjB: let's take a look at the ACTIONS menu now...it's at the top right of this chat window

BjB: click on ACTIONS and then scroll down to DETACH

BjB: that will make your chat window larger and easier to read

PariieM: Aha

BjB: it's a good idea to detach when you are in a discussion...it's easier to follow the chat

PatienceH: that's better

BjB: and, last but not least...go back to ACTIONS and scroll down to SEND TO PASTEBOARD

BjB: when you click on send to pasteboard all the previous chat is placed on a separate static window

BjB: this really helps if someone posted a lot of text and you're having trouble reading it because the chat keeps scrolling

CrystalH: ok

BjB . o O (it's also handy if you want to go back and see what questions or comments were made that you might have missed)

BjB: and, you can copy text from the pasteboard. You are not able to copy text from the chat window

PariieM: Um...

BjB: and, that is Tapped In in a nutshell...quick and dirty. Questions?

CrystalH: none from me

TerrySa: good job of explaining!

PariieM: nope

CaseyH: no thanks for the tour

CaseyH left the room (signed off).

BjB: I hope you all feel more comfortable with the interface and will come back and explore

KyteriaR: no thanks for your help

BjB: it was my pleasure, everyone!

TerrySa: I definitely do! Thank you!

PariieM: Thanks a lot..

CrystalH: thanks and have a good evening

BjB waves goodnight

PatienceH: Thanks for the tips

TerrySa: G'nite

TerrySa left the room.

BjB: you're welcome