Title of Session: Tips and Tricks - Tour (including SAC)
Moderator: BJ Berquist
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Room: Tapped In Reception

BjB: Chris, you may be the only person interested in the tips and tricks tour today
BjB: Did you have anything specific you wanted to cover?
ChrisLu: I'm fairly new to this and I was just trying to see how it works
BjB: cool, Chris. That gives me an idea of things to show you
ChrisLu: good deal.
BjB: let's start with introductions. I'm an art teacher in Pennsylvania and a helpdesk volunteer for Tapped In
ChrisLu: I teach a second year biology course and botany in St. Louis
BjB: great, Chris. There are several discussion groups here you may be interested in.
BjB: I'm going to show you the basic features of Tapped In and how you can use them. I'm also going to show you some information about the K-12 Student center
BjB: Could you tell me, please how you found out about Tapped In, Chris?
ChrisLu: I am working on a masters degree through an online program at University of Missouri
BjB: ahhh...cool.
BjB: well, let's get started on making you a TI expert!
ChrisLu: excellent
BjB: do you see the blue menu starting with Welcome above this chat window?
ChrisLu: yes
BjB: when you enter a room, the first thing you see is the welcome screen
ChrisLu: ok
BjB: in the public conference rooms and in Reception, there is usually a thing or two giving you information about the room or the resources available
BjB: those items that you see are "featured"
BjB: in a private office, the owner can choose what is featured on the welcome page
BjB . o O (same with a group room)
BjB: if you scroll down on the welcome page you'll see Featured Items
BjB: there is a link to the interface guide and to the calendar of events
BjB: I recommend you take a look at both of those when you get a chance.
ChrisLu: ok
BjB: questions so far?
ChrisLu: nope
BjB: back to the blue menu...
BjB: Notes, Files, Links are all in every room
BjB: some are featured and some are not...so it's a good idea to click on these items to see if there is other information available
BjB: The discussion link is a threaded discussion board...
BjB: each room has a discussion board...
BjB: they're great for continuing a dialogue between real time discussions...

ChrisLu: well this is the issue we discussed
BjB: or for working with a study partner to communicate between meetings
BjB listens to Chris
ChrisLu: the problem is when you have too many people talking and it gets awfully confusing
BjB nods. This setting is best suited for groups of 10-15..
ChrisLu: how do you control people who have side discussions
BjB: if you have more people actively participating, the discussion must be carefully monitored and structured
BjB: there is a feature for side discussions and I always explain this to our 'note passers'
BjB: let me demo...[Ed. note: private messages were demonstrated.]
BjB: online discussions can be chaotic...it's really important to have a moderator or discussion leader with a large group
BjB: another way to help structure a discussion is to use the whiteboard
BjB: you can post an agenda for a discussion on the whiteboard
BjB: The last feature/link on the blue menu is Passageways...
BjB: passageways is another name for links to another location
BjB: passageways are usually marked with a door icon
BjB: you can see featured passageways on the welcome page...
ChrisLu: ok
BjB: those links are all to the public conference rooms where most of the events on the calendar are held
BjB: any questions about the items on the blue menu?
ChrisLu: still good. I lost a hand to a baby. sorry
BjB smiles...take your time, Chris...been there!
BjB coos over the darling baby
BjB: click on the ME tab at the top of your screen
BjB: from the me tab you can create an office (link at the top of the page)
ChrisLu: ok
BjB: you can also see your groups, links, files, etc.
BjB: One of the most important tabs under the ME tab is Settings...
ChrisLu left the room.
ChrisLu joined the room.
BjB: you got an office?
ChrisLu: ok
BjB: good job!
BjB: the most important tab under the ME tab is Settings
BjB: settings is where you can edit your profile/description
BjB: to show you an example of an edited description, single click on **BJB** under the here tab and then click on the green i at the bottom of the frame
ChrisLu: good
BjB: ready to continue?
ChrisLu: yep
BjB: click on the Tapped In tab at the top of your screen
BjB . o O (trying to make as little typing for you as I can)
BjB: the Tapped In tab is how you can move to the different tenant locations

BjB . o O (the map is clickable)
ChrisLu: where am I?
BjB: if you scroll down to the bottom of the campus map you'll see a link to the K-12 student center
ChrisLu: yes
BjB: you're in the main Tapped In building in Reception
BjB: the tapped In tab also allows you to see all of the 9500+ members...
BjB: and the 450+ groups
ChrisLu: where is the tapped in tab
BjB: at the top of your screen
BjB: next to the ME tab
ChrisLu: ahh
BjB: you saw the campus map, right?
ChrisLu: yeah
BjB: the other tabs under the Tapped In Tab allow you to see the list of members and groups.
BjB: now click on the SEARCH tab
ChrisLu: people?
BjB: people is the list of 9500+ members
ChrisLu: ok, search
BjB: the search tab lets you enter a member's name and find them immediately
ChrisLu: ok
BjB . o O (much faster than going through the people tab under Tapped In)
ChrisLu: yes
BjB: same with groups...the search tab is very handy
ChrisLu: why does your name sometimes appear not blue?
BjB: when you emote or think your name will be black...
ChrisLu: how do I think?
BjB: emote is showing an action. To show an action type :action
BjB: an example would be :waves
ChrisLu waves
ChrisLu: ah
BjB: to be a deep thinker type /th and your thought
ChrisLu . o O (ahhh)
BjB . o O (we're deep thinkers in Tapped In)
BjB: you got it!
BjB: emoting is really important, actually...
BjB: it's the equivalent of virtual body language
BjB: and very useful in a discussion
BjB: thinking is a nice way to vary the text so it's interesting to read
ChrisLu: I guess I could show displeasure with poorly behaving members of the discussion
BjB nods solemnly
ChrisLu ahem
BjB: on with the tour...
ChrisLu: ok

BjB: the HERE tab to the left of this chat window shows you everyone who is in a room...
BjB: it automatically updates
BjB: you've already used the green i icon...
ChrisLu: there are only 4 people online?
BjB: the green i is how you IDENTIFY a person or group
BjB: it is Saturday night you know!
ChrisLu ahh
BjB . o O (according to my husband, there are some great football games on)
ChrisLu nods in agreement
BjB: as you already know, the online tab shows you everyone who is logged in and where they are
ChrisLu: yes
BjB: the online tab doesn't automatically update, so there is a refresh button at the bottom of the frame
ChrisLu: mmhmm
BjB: the speaker icon is another way to send a private message...you single click on a name and then press the speaker icon
BjB: do you remember what the door icon is for?
ChrisLu: it takes me somewhere?
BjB smiles happily...you got it!
BjB: I'm going to show you my office so you can get an idea of what you can do with your office...
BjB: when you see me leave the room, click on refresh and then single click on my name and the door icon
BjB left the room.

Room: Enchanted Forest

BjB joined the room.
ChrisLu joined the room.
ChrisLu: hello there
BjB: Welcome to my office, Chris.
BjB: now you know how to join someone
ChrisLu: so this is a discussion with whoever is logged in to this office.
BjB: right. Offices are nice for having conversations with colleagues
ChrisLu: not to stray from this idea. Could I use this with students in a similar manner
BjB: well, that's why I wanted to show you the K-12 student center, Chris...
ChrisLu: ok, did I dip out too early?
BjB: K-12 students are not encouraged to enter the main Tapped In building...
ChrisLu: discouraged?
BjB: because of liability issues
ChrisLu: ahh
BjB: Teachers are encouraged to set up student group rooms in the SAC
BjB . o O (sac = student activity center)
ChrisLu nods

BjB: so...let's take a look there. Click on the Tapped In tab to get the campus map
BjB: and scroll down to the K-12 student center
ChrisLu: is there way to keep kids out?
ChrisLu left the room.
BjB left the room.

Room: Student Activity Center Reception

BjB joined the room.
ChrisLu joined the room.
ChrisLu: sorry, I didn't mean to get ahead
BjB: we're now in the SAC...
BjB: that was a good question, Chris
BjB: click on the ONLINE tab now
ChrisLu mmhmm
BjB: you ONLY see people who are logged in to the SAC
ChrisLu: yes
BjB . o O (and students ONLY see this also)
BjB: when a teacher sets up a group room in the SAC, they also set up student accounts for the class
BjB: when a student logs in with the student account they enter the group room
ChrisLu wonders if this is time consuming for teacher
BjB: they are able to go to the group room and to the SAC reception where we are now located
ChrisLu: they enter the group room set up by the teacher?
BjB: it's very easy to set up student accounts...let me show you
BjB: click on the Tapped In tab and then click on GROUPS
ChrisLu: yes
BjB: You'll see create a group and create a K-12 group...go ahead and click on the K-12 group
BjB . o O (you can cancel at any time)
BjB: you are walked through a series of steps that explain how to set up the student accounts. You choose a group name, user names and password
BjB: once the group room is created, you can edit the usernames to specific student names or whatever you want
ChrisLu: what is the url option for?
BjB: I'm looking...just a sec
BjB: oh...if you have a webpage where you post student homework or other information that is where you can post that link
ChrisLu: ok
BjB: bringing students to the SAC provides a safe and secure environment for them. No guests are permitted to enter the SAC
ChrisLu: they must have the password I created?
BjB: yes, and the username you choose for them
ChrisLu: I can change the user name provided by the account set up?
BjB: yes...after you create the group you can go to the group room and edit settings

ChrisLu left the room.
ChrisLu joined the room.
ChrisLu: sorry
BjB: that's ok, Chris.
ChrisLu: what do the students tend to use this for/

BjB . o O (I would have done the same thing   )
ChrisLu: is it productive?
BjB: it's a great place to meet with students from another class...
BjB: or to invite a speaker to talk with the class
ChrisLu: ah, so we could have a guest lecturer that doesn't have to come in?
BjB: right
ChrisLu: do the students tend to use it on their own time?|
BjB . o O (although they would have to have a membership to TI)
BjB: yes...click on the online tab again
BjB: the names that end in St are students
BjB: the SAC only opened two weeks ago and there are already 29 groups
ChrisLu: how is all of this funded?
BjB: oops...you made it 30!
BjB: Tapped In is funded by grants from the NSF and is supported by SRI and various tenant organizations
BjB: the tenants are the buildings you saw on the main campus map
ChrisLu wonders if this will change and a subscription fee will be required at a later date
BjB: I've been a member of TI for almost 6 years, Chris...
BjB: the philosophy is to offer TI for free to individual members
BjB: and that will last as long as other funding can be found
ChrisLu nods in appreciation
BjB: do you feel like an expert on Tapped In now?
ChrisLu: absolutely, but one more question. do use this for your students
BjB: I work in a juvenile correctional facility, Chris...they're a little paranoid about letting the students online
BjB . o O (something about safety and security)
ChrisLu: I completely understand that.
ChrisLu: I work in a district that relies heavily on tech
BjB: but I do use TI for my own professional development and my students have benefited greatly from the many things I've learned
ChrisLu: I have a classroom with 15 computers, a teacher station, and a smartboard
BjB: one of the newest tenant organizations is Milwaukee Public Schools...
BjB: they do all their pd for their teachers online in TI
ChrisLu: but we, the teachers, have recently begun questioning how affective tech really is in everyday learning
ChrisLu: pd would be an interesting option
ChrisLu: for us since we have about 50 such classrooms in the district
BjB: you can't use the hardware without being shown how to integrate tech into the curriculum
ChrisLu: ok, one last thing and I'll let you go.
BjB: take a look at the calendar events, Chris...

BjB . o O (and look at the archived transcripts at www.tappedin.org/transcripts)

ChrisLu: for discussion purposes, etc. would you view a chat room or a discussion board as more beneficial?

ChrisLu: sorry, as far as students are concerned.

BjB: why would you have to choose when you can do both in TI? I think they both have benefits. One of the nice features of TI is that you get a transcript of the chats

BjB . o O (you will get the transcripts your students generate)

BjB . o O (which will include any private messaging they do   )

ChrisLu: very nice. thanks for your time. I know it's not fun sitting around on a Saturday evening doing work. I really appreciate your time

BjB: ahhh...this is volunteer work, Chris.

BjB: It's been my pleasure

ChrisLu: good evening

ChrisLu left the room (signed off).

BjB left the room.