

**Title of Session:** Tips and Tricks Focus - Your Office

**Moderator:** Dianne Allen

**Title of File:** 20071001tioffice

**Date:** October 1, 2007

Room: Dianne Allen's Office

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Dianne's Whiteboard:

Your Office at Tapped IN

Big Picture – the Main Room View and its components

Welcome Page

Notes

Files

Links

Discussion

Whiteboard

Passageways

Purposes

Meeting with others in relative and actual privacy (locking the door)

Having resources available to share – Files, Links, Featuring

Building a community of peers

Parallels

Group Room

Class Room at K-12 campus

-DianneA

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**DianneA:** let me know when you are ready to go for the tour action

**SusanneE:** ready

**DianneA:** OK, I have just checked your profile and found that you are a new member?

**SusanneE:** yes, will be teaching soon. I am a student for now!

**DianneA:** so can I assume you know much about Tapped In?

**SusanneE:** I just found out about this place today.

**DianneA:** OK

**DianneA:** we are doing a tour to look at how a person's office is set up

**DianneA:** this is probably not the best first tour for you

**DianneA:** but we will see how it goes

**SusanneE:** I guess my instructor wants us to be familiar with it before our first assignment

**DianneA:** In the window above this chat space you have what is the room view for my office

**DianneA:** it is similar to all other offices

**DianneA:** and it is customised because it is MY OFFICE

**DianneA:** Notice the welcome box of text

**SusanneE:** yes

**DianneA:** and see the photo of the view from MY OFFICE room

**DianneA:** when you scroll down some

**DianneA:** you will notice a NOTE of Facilities ..

**DianneA:** some Featured Items ...

**DianneA:** a whiteboard with the agenda for the tour

**DianneA:** and some featured passageways

**SusanneE:** I see them all.

**DianneA:** to the left of this welcome screen is a series of active links to access other pages associated with this office

**DianneA:** and to access other resources I have stored here

**BJB2** . o O ( if an item is "featured" that means that that item appears on the welcome screen you see when you enter the room )

**DianneA:** so that is the big picture of what is in an office

**DianneA:** any questions so far?

**SusanneE:** Not me, thanks

**DominicS** joined the room.

**DianneA:** Hi Dominic

**DianneA:** welcome

**DominicS:** Hello.

**DianneA:** we have just started the tour on how to set up and use and office here

**DianneA:** we have just covered the big picture

**DominicS:** I saw this on the calendar and wanted to check it out.

**BJB2:** Hi, Dominic. Welcome

**DianneA:** you might like to introduce yourself please

**DominicS:** unfortunately i only have about 10 minutes left before I have to leave.

**DianneA:** and we can all do a round of introductions

**DominicS:** hello everyone, My name is Dominic Salvucci

**BJB2** watches Dianne speed type

**DianneA:** where are you from and what is your key teaching area

**DominicS:** I teach high school social studies in Western PA.

**DominicS:** 9th grade civics and 12th grade Econ/POD

**DianneA:** I am from Wollongong in Australia and my area is professional development

**DianneA:** thanks Dominic

**DominicS:** pleased to meet you.

**DianneA:** how about your Susanne

**DominicS:** you are welcome

**DianneA:** and Bj?

**SusanneE:** I am from Arizona and will be teaching history to 12th graders

**BJB2:** I teach communication in south central Pennsylvania

**DianneA:** thanks Susanne

**DianneA:** Thanks Bj

**DianneA:** our agenda for this tour session is available here in the room view on the whiteboard

**DianneA:** which you can see by scrolling down in the room view window

**DianneA:** Our first target will be to cover ...

**DianneA:** Big Picture – the Main Room View and its components

**DianneA:** Welcome Page

**DianneA:** Notes

**DianneA:** Files

**DianneA:** Links

**DianneA:** Discussion

**DianneA:** Whiteboard

**DianneA:** Passageways

**DianneA:** our second target will be to consider ...

**DianneA:** Purposes

**DianneA:** Meeting with others in relative and actual privacy (locking the door)

**DianneA:** Having resources available to share – Files, Links, Featuring

**DianneA:** Building a community of peers

**DianneA:** and then we will wrap up with ..

**DianneA:** Parallels

**DianneA:** Group Room

**DianneA:** Class Room at K-12 campus

**DianneA:** any questions so far?

**SusanneE:** No,

**DianneA:** Dominic any questions?

**DominicS:** I apologize, but I have to escort students out of the building, we just finished up classes for the evening, but I am very interested in this topic.

**DianneA:** so you have to go?

**DianneA:** we are going to archive this session for those interested who couldn't attend

**DominicS:** I would like to see more of this, but I have to head out. We get chased from the building after our program.

**DianneA** nods, and waves au revoir for now

**DominicS:** I would love to have this archived.

**DianneA:** check out the archives when you are next in

**DominicS:** thank you and once again, I apologize for being brief.

**BJB2:** it will eventually be located at [www.tappedin.org/transcripts](http://www.tappedin.org/transcripts)

**DianneA:** Thanks for your patience Susanne

**DianneA:** this is one of the things that can happen in a chat session

**DianneA:** and especially in tour sessions

**SusanneE:** I understand

**DianneA:** back to where we were then ... starting to look at the detail

**DianneA:** if you click on the NOTES active link to the left of the main room view

**DianneA:** you will get a page indexing all the notes I have stored here in my office

**DianneA:** see the note of the photo that is featured

**SusanneE:** yes

**DianneA:** see the note of "facilities" that is featured

**SusanneE:** yes

**DianneA:** check the detail of the Kiama note where I actually live and where the photo is the view

**DianneA:** and let me know when you are ready for the next tip

**SusanneE:** very beautiful place you live at. Nothing like Arizona

**DianneA** nods to Susanne

**DianneA:** I am sure you have other beauty in Arizona

**SusanneE:** Yes, but quite hot in the summer

**DianneA:** OK next detail tip ... click on the FILES active link ... and see what I have stored here for easy downloading with other members here

**MarciaBe** joined the room.

**SusanneE:** quite a few files

**DianneA:** notice that I have a file for Developing your Office ...

**BJB2:** welcome, Marcia

**SusanneE:** yes

**DianneA:** you might like to download that file right now and look at it

**MarciaBe:** Hi and sorry I'm late.

**DianneA:** Hi Marcia

**DianneA:** welcome

**BJB2:** oh, how clever, Dianne ;-)

**SusanneE:** done

**BJB2** . o O ( graphic organizer )

**DianneA:** we are progressing through the agenda found on the whiteboard here Marcia

**DianneA:** we are just looking at the files I have stored here in my office

**DianneA:** and we are downloading the Developing your Office file for a visual of this session

**DianneA:** Any questions so far?

**MarciaBe:** Thanks and don't let me stop you. I love mindmaps and it reminds me of one.

**DianneA:** Ok our next detail stop in this tour is to click on the LINKS active link .. and notice what web-pages I am wanting to share with visitors to my office

**DianneA:** click on the Kiama.3 The Lighthouse one for practice

**DianneA:** that will open another web window

**DianneA:** and in a session with participants we could now have a discussion about lighthouses, or Kiama, or whatever, and all be on the same page ...

**SusanneE:** So, is this where I would go for a virtual field trip?

**DianneA:** or at least that is the intention of this

**DianneA:** of Kiama yes Susanne

**SusanneE:** O.K, I think I understand

**DianneA:** let me proceed to my next tip then, unless anyone has a question?

**DianneA:** Now click on the DISCUSSION active link

**DianneA:** Notice here ..

**DianneA:** that others are now discussing things with me here

**DianneA:** check out the Opening discussion ...

**DianneA:** up the top of your screen you have some options to join the discussion ...

**DianneA:** you need to elect to subscribe ...

**DianneA:** do that for now for practice ...

**DianneA:** and post me a one liner in this opening discussion section

**DianneA:** let me know when you have done that and are ready for the next tip ...

**SusanneE:** Hi, I made it

**MarciaBe:** I'm good to go :-)

**DianneA:** Fine thanks

**DianneA:** I'll tell you when I get a bip in my email box that tells me that there has been a post here

**DianneA:** the discussion area is for asynchronous communications ... and very important for non-US people and those who can't make a set time for a conversation

**DianneA:** OK next tip click n the Whiteboard active link ...

**DianneA:** and you can now paste a remark to there ...by writing on the whiteboard

**DianneA:** and updating ...

**DianneA:** do that now for the practice

**DianneA:** and let me know when you are ready for the next tip

**DianneA:** I have just got an email notice about Marcia's entry to my discussion area

**MarciaBe:** is this a Wiki? I couldn't think of anything helpful to say.

**SusanneE:** I am ready for next tip

**DianneA:** Great stuff !!!

**BJB2** smiles

**DianneA:** Not quite as flexible as a wiki Marcia, but a bit of a start in that direction

**MarciaBe:** Thanks.

**DianneA:** next tip .. click on the Passageways active link

**DianneA:** and see where else I would like to direct you to go exploring in this marvelous Tapped In environment

**DianneA:** let's try JeffC office ...

**SusanneE** left the room.

**MarciaBe** left the room.



**DianneA** left the room.

**BJB2** left the room.

Room: Online\_Support

**BJB2** joined the room.

**DianneA**: OK now see the 'individualisation'?

**MarciaBe**: Pretty cool....

**DianneA**: so you can follow links and move around following leads to great resources

**DianneA**: how are we going? any questions?

**MarciaBe**: I'm fine.

**SusanneE**: yes, how will I find a virtual field trip in a k-12 class?

**DianneA**: Susanne, for the K-12 campus ..

**DianneA**: you would be setting up a secure class room for you and your class

**DianneA**: you would then load up the URL to the recommended website

**MarciaBe**: I guess I do have a question. I made some changes to my office and the next time I came back they were gone. Any ideas what I might have done wrong?

**DianneA**: and your students could then access that for the virtual tour

**BJB2** . o O ( I'd browse through all the resources Jeff has here in his office. )

**BJB2**: Marcia, did you save the changes?

**SusanneE**: I don't teach yet. I am supposed to view someone's class that is already set up

**MarciaBe**: Since they were gone, I'm thinking that I didn't. I'll have to try again.

**DianneA**: Susanne you cannot do that unless someone invites you to their classroom

**BJB2** nods to Marcia

**DianneA**: it is part of the security protocol

**MarciaBe:** The security is a good feature.

**SusanneE:** Oh, I guess I am lost again! I need to have a chat with my instructor:)

**DianneA:** but you can consider my room as a classroom for CMC at Tapped In

**MarciaBe:** What is CMC?

**DianneA:** computer mediated communication sorry Marcia

**MarciaBe:** No problems, sometimes I'm acronym-challenged :-)

**DianneA:** let's troop back there to my room for a minute or more

**DianneA:** type /join DianneA when I disappear

**DianneA** left the room.

**BJB2** left the room.

Room: DianneA\_Ofc

**MarciaBe** joined the room.

**MarciaBe:** That's a trip!

**DianneA** grins

**DianneA:** check out the welcome page by scrolling down

**DianneA:** and see what has happened to the Whiteboard

**MarciaBe:** Will our comments go away?

**SusanneE** joined the room.

**DianneA:** I can edit them off Marcia

**DianneA:** Hi Susanne

**SusanneE:** me here!

**DianneA:** how are we going for time?

**MarciaBe:** I have almost 7

**SusanneE:** I will be leaving in a few minutes but want to thank you all for helping me out here

**DianneA:** we are just noticing Susanne that what you wrote on the whiteboard is there for all to see, because I have featured the whiteboard here in the office in the Welcome page

**SusanneE:** Well, this is remarkable!

**DianneA:** OK, then I think the best thing is to wrap this session now and note that I will be running a similar session this time next week to explore how to use these things for the group and how to develop group use

**DianneA:** thanks for the company

**MarciaBe:** Thank you very much Dianne. I appreciate your help. ~Marcia

**SusanneE:** Cool, I will see you on Monday next week:)

**DianneA:** and the questions

**DianneA:** they are what make the session for me