Title of Session: Tours and Tips
Moderator: BJ Berquist
Title of File: 20030607tour
Date: June 7, 2003

Room: TI_Reception

BjB waves hi to Gary
GaryNB: Hi, is this where we start for the Tips and Tour
BjB: Yeppers!
GaryNB: OK, I
GaryNB: I'll hang around
BjB nods. We'll wait a few more minutes.
BjB . o O (cybertime has to be a little flexible)
TomR joined the room.
BjB: Hi, Tom.
TomR: Hi BJ
TomR: Are there separate rooms to chat in, like the old tappedin?
KellyH joined the room.
BjB nods to Tom...look at the featured passageways
TomR: ok
BjB: Hi, Kelly
TomR: looking to bring some folks in later
BjB: great, Tom. I'm starting a tour in a few moments if you'd like to join us.
TomR: and I was wondering if it will remain a free service. I noticed that it is now a .com
TomR: yea I'll join
TomR: just wait here?
KellyH: Hi, I'm here to join a discussion with an ed tech class with Bernie D
BjB: TI will stay free. TI1 was originally .com too because it's housed at SRI
BjB: great, Kelly.
TomR: how about this t2?
BjB: TI2 is currently housed at SRI also. Eventually the url will revert back to www.tappedin.org once TI1 is closed
TomR: got it
KellyH: Yes
BjB . o O (the two systems are completely separate, Tom)
BjB: Kelly, are you here for the tour or to meet with Bernie?
BjB: Kelly, you're in the right place
KellyH: To meet with Bernie.
BjB . o O (for either one)
TomR: I know, this one is great, and I hope, once I'm addicted, that it'll be free
BjB grins. The more time I spend here the more I've grown to love the new version
RalphE joined the room.
KellyH: Yes, I have yet to see everything
GaryNB: I noticed that Zaz called this a chat program instead of a MOO.

Will the tour talk about some of the changes between the two.
BjB: and they keep adding new things
TomR: it is very friendly
YolandaN joined the room.
KellyH: Sounds great
BjB nods to Gary. TI1 is MOO based. This version is java based...no MOO
DonGuest1 joined the room.
BjB waves hi to Yolanda and Don
YolandaN: Hello again
DonGuest1: hi all
KellyH: Hi
TomR: Hi
BjB: almost ready to start, Yolanda
GaryNB waves
YolandaN: ok great
BjB: while we're waiting to see if anyone else is going to join the tour, let's do some introductions. I'm an art teacher in Pennsylvania and a helpdesk volunteer for TAPPED IN
TomR: I'm an English teacher in Minnesota
DonGuest1: Sp ED HS in NJ
GaryNB: I teach fourth grade in Pendleton, OR. I took my class in to TI1 a couple of times, and look forward to doing that in TI2.
KellyH: I'm a student at SDSU in the Accelerated Credential Program
BernieD joined the room.
BjB: Yolanda? Ralph?
YolandaN: I'm an English teacher from San Diego, Hoover High School to be exact
BjB waves hi to Bernie
TomR: BJB is this out of beta?
KellyH: Hi Bernie
BernieD waves to BJ
BjB nods to Tom
GaryNB . o O (wonders where SDSU is?)
BernieD: San Diego
KellyH: I'm wondering too, Erica is on her way
TomR: I love it there
KellyH: SDSU is awesome
TomR: are you Berne Dodge?
BernieD: I am. Do I owe you money, then no.
KellyH: no
BjB laughs
JamieS left the room.
BjB . o O (gotta watch what you say to Bernie!)
TomR: no money Bernie, I owe you for all the great web quest activities and ideas
BernieD smiles quietly.
BjB wonders if Ralph is here for the tour?
BjB: Hi, George.

KellyH: Thanks for doing this course online Bernie, you helped the students out
BernieD: Sure, Kelly.
KellyH: Are we waiting for more people to join?
BjB: Bernie, I'm doing a tour. Were you going to take your class to your office or one of the meeting rooms or join the tour?
BjB: Ralph, may I help you?
TomR: big group!
KellyH: Sounds good
BernieD: Actually, it was an accident that I scheduled it at the tour time. I think I'll just come along with the tour and they'll find me. Lead on, BJ!
BjB smiles...that works!
HeidiM joined the room.
BjB: The tour in TI2 is a bit different from tours in TI1, if you are familiar with TI1
GaryNB: yes
DonGuest1: not at all
KellyH: I confused with all the T12, T11
BjB: The first thing I'm going to suggest you all do is click on the ACTIONS drop down menu and scroll down to make your text larger
TomR: good idea
BjB . o O (these old eyes have trouble reading the tiny text)
TomR: way better
KellyH: Like it
BjB: Kelly, this version of TAPPED IN is a complete redesign of an older interface (TI1)
GaryNB: Does it always start default in small
KellyH: Got it.
BjB nods to Gary
BjB: What I've been doing for the TI2 tours is to point out some of the many features and show you how to navigate. Does anyone have any questions before we begin?
TomR: onward!
HeidiM: Hi, trying to get to Bernie's room but I'm new to this.
BernieD: Just stay here, Heidi.
MaryGuest3 joined the room.
BjB: Guests will see a different screen than members do, so please forgive me if I dwell on something that is not obvious to you
BjB: Heidi, Bernie is here.
HeidiM: whew...thanks
BjB: Hi, Mary. We're just starting
BjB: Let's start with the menu in the upper left of your screen with Welcome, On this floor, etc.
EricaR joined the room.
BjB: the opening screen you see is the welcome screen. You see the welcome screen first when you enter any room
BjB: it's a good idea to check out what is on the screen because it often has some helpful guides
TomR: ok

BjB: the other items on the menu are also available in all the rooms. When the room is your office or group you can upload documents, graphics, files, and links.
TomR: ok
TomR: it's easy too!
BjB: Each room also has a threaded discussion board which adds an asych feature to the real time chats
BjB . o O (I've found the discussion board to be very valuable to continue the dialogue between meetings)
TomR: do we have 3 mb of space, and is there a time limit to storing things?
DonGuest1: good question
BjB: whiteboards are pretty much the same as they were in TI1..text only at this point.
BjB: I don't think there is a time limit...as long as your membership is current, you will keep your stored items
TomR: ok
KellyH: How do you keep your membership current?
GaryNB: BJB, you say ... text only at this point. Does that mean real time graphics is in the works?
BjB: when you upload items you'll see the amount of space you have remaining
TomR: is there a limit to number of links? and can links be sub-categorized?
BjB: Just log in occasionally, Kelly. Memberships are reaped after an idle time of one or two years...not sure how long in this system
KellyH: Thanks
TomR: sorry, maybe I should read something...I have not yet done so...
BjB: You can't subcategorize links, but there is no limit as far as I know.
TomR: thanks, I'll listen
BjB: there is a good guide under Featured Items, Tom
TomR: great
BjB . o O (TI2 basics Generic)
TomR: ok
BjB . o O (ready to continue or more questions?)
TomR: onward!
KellyH: Let's go!
BjB: Passageways is another term for a shortcut to another room
SusanR joined the room.
BjB: the featured passageways on the welcome page are links to public meeting rooms on this floor or to some of the tenant suites
DonGuest1: what's in the other rooms?
BjB: did that answer your question, Don?
DonGuest1: so far
RalphE: Any one from NJCU in here?
BjB: members can have a private office where they can meet with colleagues or hold classes
DonGuest1: yes, me
TomR: cool
KellyH: that's cool
SusanR slips into the reception room quietly and listens intently

BjB: Members are also able to start two groups
RalphE: NJCU Leadership Class?
DonGuest1: yup
BjB: there are currently over 200 groups...you can ask Gary about them ;-)
GaryNB: You pay attention!
DonGuest1: is there a listing of groups?
BjB: Ralph, I'm doing a tour of TAPPED IN right now. You're welcome to join
RalphE: What do I do?
BjB: Don, that's the next stop on this 'tour'...the tabs at the top of your screen...
TomR: can guests get to member's rooms BJB?
BjB: Ralph, I'd suggest you click on the ACTIONS drop down menu and scroll down to make your text larger..then sit back and relax :-)
BjB: Tom, yes, guests can go to offices, but they can't go to group rooms
TomR: but they can chat and asynch and see links, whiteboard and files?
BjB . o O (only members of a group can enter a group room.)
BjB nods to Tom.
DonGuest1: asynch? what's that?
TomR: 10 4
BjB: They can't join the discussion board though, Tom
TomR: any kind of discussion?
BjB: asynch is asynchronous (you made me spell it out!)..
TomR: not easy
RalphE: Is this Better?
BjB: asynch is like email
DonGuest1: what is it?
GaryNB: And tenants can lock you out of their room, Tom. Is that right BJ?
BjB: this is synch...real time chat
DonGuest1: oh got it
TomR: wow
BjB: yes, Gary, that is correct
HeidiM: Do you have to 'add' people to your group before they can get in?
BjB: depends on the setting for the group. Some are public, open to anyone who wants to join, some are private and only open by invitation
KellyH: How do you set one of these rooms up?
BjB: did I answer your questions, Don?
DonGuest1: so far
BjB: Let's move on to that question, Kelly, by looking at the tabs at the top of your screen
BjB: the first one is the ME tab
TomR: ok
KellyH: ok
BjB: You can get an office by using the me tab
KellyH: Under Groups?
DonGuest1: why do you need an office?
BjB: you also can check messages, your buddies list, links, files, and notes from anywhere in TAPPED IN

TomR: wow
BjB: Don, offices are good for meeting privately with colleagues or to hold a class
DonGuest1: ok
RalphE: Can you create a class to class interdisciplinary unit using this chat room?
KellyH: good ?
BjB: Ralph, what grade level?
RalphE: 6th
BjB . o O (this is one of Gary's pet projects :-))
DonGuest1: my school blocks chat rooms, will this still work?
BjB: There is not a student account feature available yet...we're hoping
to have it in place for next school year
TomR: that would be very cool...limitless possibilities there
BernieD: ooh! That was news to me.
KellyH: definitely
GaryNB keeps dinging BJ for fourth grade access...
BjB: Don, you would have to get your tech people to open ports 8000 and 80. If you
explain that this is for educational purposes, they may be willing to do it
RalphE: We currently do the rain forest, this would be a great tool!
DonGuest1: thanks, have a great lesson for this
BjB agrees with Ralph. I wouldn't bring them in until we get the student accounts feature
set up ...too much liability
TomR: always an issue unfortunately
BjB . o O (student accounts limit access to the community for both students and others)
BjB: but, when the feature is introduced, you are correct that this environment is perfect
for that
BjB: Ready to look at the TAPPED IN tab?
DonGuest1: yes
TomR: yea
KellyH: yes
GaryNB . o O (go)
BjB waits for Tom's 'onward' :-)
TomR: onward!
GaryNB: thanks tom -
PamelaK: I'm ready!
TomR: anything to help out
BjB: The TAPPED IN tab has a campus map....you can move to the different tenant
locations from the map
BjB . o O (tenants pay for space in TAPPED IN and have more features....including
more storage space)
TomR: can anyone become tenants...? expensive?
GaryNB: Do you have to be a member to go to a paying tenant, you need membership to
enter a group room?
BjB: You will also notice that when you click on the TAPPED IN tab you see People,
Places, Groups, Calendar and Tenants
RalphE: Tenant gets you what?

BjB nods to Tom. Yes, I think it's expensive, but usually large organizations have the tenant spaces...a school district or a university

EricaR: thank you for all of your useful tips! bye !

TomR: got it

EricaR left the room (signed off).

BjB: being a tenant gets you your own building. Members of each tenant also have a tab for that tenant at the top of their screen

BjB . o O (that gives the members direct access to the specific tenant features)

RalphE: So if a district purchases this, all staff could sit in a chat room like this and conduct classes or share ideas!

BjB: you can see a list of all the people, places, etc from the other tabs under TAPPED IN

KellyH: thanks for the intro. to this useful site! Gotta go!

TomR: I'm still here!

BjB nods to Ralph...even if the district consists of many schools that are spread out geographically

KellyH left the room (signed off).

BjB: MPS is one such district...Milwaukee Public Schools

RalphE: We have 17 schools and over 13,000 students and 1,100 staff!

TomR: wow

BjB: Ralph, you might want to explore the MPS building later and see what they've done and are doing

RalphE: This would be great for our 2 high schools.

BjB small groups are still welcome to use TAPPED IN at no charge.

GaryNB: Even if your district didn't purchase real estate, could they still all meet in a member's own office?

BjB: TAPPED IN is a great place to hold professional development and staff development meetings

BjB nods to Gary...you could meet in a private office.

BjB: Ready for the SEARCH tab?

TomR: ready!

GaryNB: Is there a limit to attendance, like there is for memory?

DonGuest1: yes

BjB: I use the search tab a lot! It's a fast way to find people, groups, offices GaryNB . o O (following your lead.)

RalphE: This would be great for the September faculty meeting when all schools pretty much cover the same thing.

BjB: No, Gary, no limit, but it's difficult to hold a text chat with large numbers of people

GaryNB: Hallelujah! The Search Tab is what I have been looking for...

BjB: but you could break up into small groups

GaryNB: I don't see it in my own room (do I?)

TomR: where?

TomR: can we break into small groups?

BjB smiles..then let's take a look ..the SEARCH tab is in the upper right of your screen next to HELP

BjB . o O (you should all see the search tab all the time)
RalphE: How about principal meetings in a chat room? Great!
GaryNB . o O (even in our own room? I'll look and be right back...)
GaryNB left the room.
GaryNB joined the room.
BjB: Yes, Gary?
GaryNB: Oh, Yes... but now I lost all our previous conversation... that was a mistake :-)
TomR: we were waiting for you
BjB: ahhh...not to worry....it will be in your transcript
TomR: so we were silent
GaryNB smiles...
BjB: are you all aware of the transcript feature?
TomR: yea
GaryNB: yes
HeidiM: yes
RalphE: yes
DonGuest1: haven't used it
MaryGuest3: no, please explain
TomR: it'll arrive via email
TomR: after you log off
DonGuest1: but I'm a guest
GaryNB: ...oh yeah.
BjB: members get a transcript of their visits when they log out. If your school is giving
continuing ed credits you could have your staff participate in the events here and use the
transcript as documentation of attendance
RalphE: Don are you in my class on Tuesday's with Moldan?
TomR: members get it, and it is useful
BjB . o O (TI doesn't give credits but some school districts do)
DonGuest1: yes
GaryNB: Don, you could cut and paste to a Word doc.
RalphE: I'll bring a copy!
MaryGuest3: Do you have to be a member to get a transcript?
DonGuest1: thanks Ralph!
TomR: yes
TomR: members only
TomR: but anyone can join:)
RalphE: I'll have it this Tuesday!!!
BjB: Yes, only members get transcripts because your email has to be in the database
DonGuest1: OK!!!
MaryGuest3: OK.
BjB cheers for Ralph..thanks!
DonGuest1: hero
TomR: onward!
RalphE: Then you could tell me what were going to do with it! Ha Ha!
DonGuest1: no comment
HeidiM: BJB, thank you for your tour, it's been very helpful. bye!

HeidiM left the room (signed off).

BjB smiles. One of the most valuable features of TAPPED IN, since I haven't mentioned this lately...is the people who come here...both guests and members

RalphE: I finished my 2 cases, just this left!

DonGuest1: lucky u

BjB: ...onward...let's look at the HERE and ONLINE tabs to the left of this chat window

TomR: ok

RalphE: let's go!

BjB: HERE shows everyone in this room. You'll see a green i at the bottom...

TomR: yes

RalphE: ok

BjB: single click on a name under the HERE tab and then click on the green i

DonGuest1: got that!

BjB . o O (that is how you ID a person)

TomR: cool

TomR: what's that other one?

TomR: audio?

RalphE: Nice photo BjB!

BjB: the other one is a speaker icon...if you single click on a name and then click on the speaker icon you send a private message to that person

BjB: thanks, Ralph

RalphE: cool

DonGuest1: oh!

BjB: private messages are just that...only seen by the people who are sending them. The text from pm's is included in your transcripts

DonGuest1: like IM

BjB: pm's are similar to IM, yes

BjB: you can also double click on a name to initiate a pm

BjB: The online tab lets you do one additional feature...

BjB: you'll see all the people who are logged in and where they are located...

BjB: you'll also see a door icon at the bottom

DonGuest1: what are the codes after the names?

TomR: door?

BjB: I'm going to go to my office...when you see me leave, click on REFRESH at the bottom of the ONLINE tab and then single click on BJB. Then click on the door icon. OK?

BjB . o O (do you see the door icon, Tom?)

BernieD: You have to be looking at the online tab, not the Here tab

RalphE: BjB, you should be applauded for working with troubled youth. Something I would like to explore!

TomR: see it

GaryNB: Ralph, I'm not a troubled youth...

BjB: Ralph, I lead an alternative/correctional ed discussion here once a month...you're welcome to join the discussion

BjB: I'm going to go to my office...everyone ready?

TomR: you also do a fine job here!

DonGuest1: that must be interesting
RalphE: is it on the calendar?
BjB . o O (yes, it's on the calendar)
TomR: you've helped me out a lot over the year
BjB: thanks, Tom
TomR: thank you!
DonGuest1: can't wait to check that out
TomR: so you leaving bjb?
BjB: everyone understand how to join me when you see me leave?
TomR: yea, through the door
BjB . o O (don't forget to click on refresh at the bottom first)
BjB left the room.
DonGuest1 left the room.
GaryNB left the room.

Room: EnchantedForest

GaryNB joined the room.
PamelaK joined the room.
TomR joined the room.
BernieD joined the room.
BjB cheers wildly....good job, everyone! That is how you join a person
if they are logged in
GaryNB: BJ, I'm curious as to why "Here" automatically refreshes, but "Online" has to
be refreshed manually.
BjB: dunno, Gary...it's a programming thing. You know how techie I am ;-)
TomR: cool
TomR: is this your office then?
MaryGuest3 joined the room.
DonGuest1: BjB, how did you get to the enchantedforest
BjB nods to Tom. The photo is of my daughter and grandson
BjB cheers for Mary..good job
DonGuest1: oh, office, got it
TomR: cool
BjB: you can change the name of your office under edit room, I think
GaryNB: BJ, I detached the chat before I left for my room and came back.
Now I can't reattach it. If I click the X will it go away or reattach?
BjB: and that, ladies and gentlemen is the basic tour. Any questions?
BjB: Gary, do you see file in the upper left of the chat window?
DonGuest1: no, thanks
TomR: can we move about?
BjB . o O (you can reattach from the file menu)
TomR: I mean back to our offices?
TomR: etc
GaryNB: Yes, it gave the reattach feature before I exited Reception.
Now it only gives me Detach... even though I already am.

BjB: yes, why don't you explore. I'll wait for you in reception. If you have any questions, send me a pm
MaryGuest3: thanks so much, BjB.
BjB: Gary, not the ACTIONS drop down menu....in the upper left of your detached chat window you should see FILE
TomR: thanks once again! it was fun and helpful....!
BjB: My pleasure, everyone :-)
TomR left the room.
GaryNB: See it, got it, learned another new thing... thanks.
MaryGuest3 left the room.
GaryNB: See you back at Reception.
BjB waves
BernieD: Thanks, BJ!
BjB: you're welcome, Bernie.

2003.06.07 12:03:11 Signoff

---------------------- Private Messages -------------------
Private dialog with: TomR
GaryNB: Hi, Tom - here's a private chat!
TomR: hi Gary..this is cool
TomR: whoa!
GaryNB: Very nice. It will show up at the end of your transcript, separate from the group dialog.
TomR: wow
GaryNB: ...back to the group...
TomR: do you use this feature?