

Title of Session: Tapped In Tips and Tricks

Moderator: BJ Berquist

Title of File: 20040131tour

Date: January 31, 2004

Room: Tapped In Reception

BjB: everyone ready to start the tips and tricks session?

BjB: I'm the leader of the discussion. I'm a helpdesk volunteer for Tapped In and an art teacher in Pennsylvania. We usually start all discussions in Tapped In with introductions

PatriciaPo joined the room.

BjB hopes everyone will please introduce themselves

KarenL: BJ is an excellent volunteer.

BjB blushes. Thanks, Karen

KarenL: Hi, I am Karen Lemmons. I am a library media specialist in an elementary school in Detroit, Michigan.

JoannaO: Hello, my name is Joanna Ortega. I am a UH PUMA student

CatherinJR: Hello I am a student from the University of Houston working on my Degree in Education

GloriaLD joined the room.

CatherinJR: My name is Cat. I'm a preservice teacher from the University of Houston. I'm a PUMA student as well.

CatherinJR: and I am also a PUMA Student

KarenL: What is PUMA?

BjB: Hi, Gloria. Welcome

CliffST: hi I'm Clifford Theel, a science teacher in Milwaukee

AntoniaL: My name is Antonia, I'm an early childhood education student. I attend the University of Houston.

BjB: I think PUMA is ready for student teaching?

ElizabetN: I am Elizabeth Navarrete. I am a pre-service teacher in Houston.

CatherinJR: PUMA is a student teaching program for education majors

KarenL: Thanks.

BjB: HI, Jeni. Welcome. Want to introduce yourself?

BjB: . o O (anyone else want to introduce themselves?)

JeniG: Hello. I am trying to find the Tips and Tricks class. I may be too late. I'm also a PUMA student.

CatherinJR: this is it

BjB: Cliff, you have a heavy responsibility!

JeniG: Oh, great!

CatherinJR: (Cat here)

CliffST: yes

CatherinJR: PUMA stands for Pedagogy For Urban and Multicultural Action

BjB: cool...thanks, Criselda

BjB: OK...plan of attack....

AntoniaL: PUMA is our last step before student teaching

BjB: I'm going to lead you through a series of features in Tapped In that you see on your screen...

MonijitK: I'm a PUMA too, just in case you were wondering

CatherinJR: BjB how do we see the features... I am on the search

BjB: you won't learn everything, but you'll have enough information to feel comfortable in the environment and able to explore on your own

BjB: that sound good?

JoannaO: yes

JeniG: Excellent!

MonijitK: fantastical

CatherinJR: Do you recommend that we take written notes?

BjB: Criselda, you're ok.

AntoniaL: Sounds good to me!

CatherinJR: ok

BjB: Cat, you don't need to take notes. All members receive a transcript of the dialogue when they log out

CatherinJR: cool, thanks

ElizabetN: ok

BjB: first stop on the tour is the ME tab at the top of your screen

CatherinJR: the transcript goes to our email

BjB: o O (please click on the me tab, everyone)

CatherinJR: done

JoannaO: Okay

BjB: the me tab is how you access your messages, notes, files, and links from any location in Tapped In...

BjB: this is really handy if you want to share information with someone while you're in a group room or meeting

BjB: the most important tab under the ME tab is SETTINGS

BjB: From settings you can edit your profile and description

CliffST: how do you get mail from the me tab?

BjB: Cliff, you get messages, not email

BjB: I'm going to show you a sample of what you can do for your description

BjB: single click on BJB under the here tab to the left of this chat window

BjB: then click on the green i at the bottom of the frame

KarenL: speaking of description. I was trying to edit my description but I could not. What might be the problem?

BjB: Karen, you clicked on the settings tab?

AntoniaL: So we can now put a face to the name!

BjB: o O (and then EDIT DESCRIPTION?)

BjB: smiles and nods to Antonia

MonijitK: OH that's really nice..

KarenL: That is where I might have made the mistake. Thanks!

BjB: your profile and description is really important...

BjB: it is your introduction to the Tapped In community

CatherinJR: how would we insert a picture

CatherinJR: do copy and paste

BjB: when you click on edit description you will see how to do that, Criselda
BjB: . o O (you upload a digital image)
GloriaLD: Is this the Tips and Tricks Session
CatherinJR: ys
CatherinJR: yes
BjB nods to Gloria
KarenL: Not a jpg?
BjB: . o O (we're on the tips part...tricks are later)
BjB: yes, a jpg is fine
JeniG: Are the description and photo required?
BjB: no, Jeni.
BjB: . o O (but it's nice to know a little about the person you're talking to)
JeniG: That makes sense.
BjB: hopefully, you will find the features of Tapped In exciting and you'll want to participate in the community long after you're done school.
AntoniaL: It's good if you plan to participate in many discussions.
CatherinJR: I'd recommend it
CatherinJR: sounds great
KarenL: so would I.
BjB: any questions about the ME tab?
CatherinJR: on the me tab is where we can edit our me
BjB: right, Criselda
AntoniaL: It seems quite simple
CatherinJR: smiles
ElizabetN: No, thank you.
BjB: you also learned something else that I want you to remember...
BjB: you clicked on the green i to find out more about me...
BjB: the green i is for IDENTITY
CatherinJR: makes sense
CatherinJR: Thank you for it
BjB: whenever you see a green i you can find out more about a person or group
BjB: let's move on to the Tapped In tab
MonijitK joined the room.
CatherinJR: ok
BjB: . o O (click on Tapped In)
MonijitK: I just got kicked off...how does that affect my transcript?
JeniG: Where is that located?
CatherinJR: done
PatriciaPo: Where
BjB: the first screen you see is the campus map
BjB: The Tapped In tab is at the top of your screen
JeniG: I found it.
ElizabetN: I see it.
BjB: If you lose your connection, you'll just be missing the dialogue that took place while you weren't here
PatriciaPo: I found it

BjB: don't click on anything on the campus map, please
BjB: or you will move to another location
BjB: . o O (and lose this chat window)
BjB: the campus map shows you the various tenant buildings in Tapped in
JoannaO: thanks, I was about to
CatherinJR: Moni, we clicked on the tapped in tab
BjB: the place I want you take note of is the hyperlink to the Student Campus
CatherinJR: do we click
BjB: There is a K-12 Student Center (SAC) where teachers can create a group room...
BjB: some other time, Criselda, please
CatherinJR: ok just checking sorry
BjB: and they can get special student accounts for their classes...
CatherinJR: patience...
BjB: they can bring in a guest speaker, author, etc. to talk with their class
JeniG: How interesting.
CatherinJR: cool
BjB: or they can meet with another class to hold collaborative project based lessons
ElizabethN: That is very interesting
JoannaO: That's really neat
ElizabethN: I really like this
BjB: the SAC is a safe and secure place...no guests can enter...
CatherinJR: even better
BjB: students land in the SAC and are not able to enter any of the other Tapped In buildings
BjB: There is a tour of the SAC on February 11 if you want to learn more
LindaJM: Where is the SAC
JeniG: What time?
BjB: Which brings us to the next thing...
BjB: under the Tapped In tab is a Calendar tab
BjB: click on the calendar
BjB: and then look at the Feb calendar
BjB: you can set the calendar to your time zone and it will always appear at that setting for you
BjB: when you click on an event title on the calendar, you see a description of the event
BjB: the description usually includes the room where the discussion will take place
BjB: I'll show you how to get to the rooms in a few minutes
JoannaO: Do all discussions begin here
JoannaO: Guess not
BjB: no, Joanna...:-)
CatherinJR: patience...
BjB: questions?
BjB: . o O (please let me know if I'm going too fast)
CatherinJR:)
JeniG: Is there anyway to set reminders for classes?
MonijitK left the room (signed off).
AntoniaL: I think you're going at a reasonable pace, BJ

BjB: and don't feel badly if you suffer from information overload! Just relax. You can read your transcript later

MonijitK joined the room.

KarenL: you're doing fine, bj.

BjB: thanks, Antonia

MonijitK: yes

BjB: you can't set reminders for classes, but you can get a weekly reminder of what is scheduled if you join the meet me email group

CatherinJR: how do we join

BjB: remember how I told you you can access links from your me tab?

JeniG: yes

BjB: I'm going to get the url for you...just a sec

AntoniaL: I wrote down the session and time on a post-it note, and stuck it by my computer

MonijitK: I got logged off again...bjb did you tell us how to get to the rooms of our chosen discussion yet?

KarenL: I put it in my palm.

BjB: not yet, Moni

JeniG: no

MonijitK) k

ElizabetN: Good tip Antonia

BjB chuckles...I like your low tech solution, Antonia!

BjB: <http://ti2.sri.com/mailman/listinfo/meetme>

CatherinJR: That's a great idea! I'm going to start using that...

AntoniaL: Thanks, Elizabeth and BJ

BjB: click on that hyperlink to open a new window

AntoniaL left the room (signed off).

CatherinJR: where at

AntoniaL joined the room.

CatherinJR: the blue text she wrote

CatherinJR: oh ok thanks

AntoniaL: What happened to all of my text?

CatherinJR: do we click now?

BjB: you can, Cat

BjB: Antonia, if you lost your connection, you lose the buffer text

BjB . o O (but it's not lost on your transcript)

AntoniaL: I can no longer see the earlier part of the discussion

MonijitK: bjb I have a quick question about the transcript...I was told by a classmate that we get one every time we log in because we are automatically placed in a discussion (like this one) but I have never received one. and because I got logged off. does that mean I will get more than one for this session or just one with the missing time edited out?

BjB: Moni, first think you need to do is click on the ME tab/Settings and check to make sure your email is correct

MonijitK: it is

BjB: if you log back in within a minute or so, the transcript isn't sent

BjB . o O (till you log out)

GloriaLD: How long does this Tips and Tricks session last?

MonijitK: 1hr

CatherinJR: 1 hour

BjB: there is a default setting to keep you from getting multiple scripts when you lose a connection

MonijitK: ok thanks. I guess I never got one because I never "log out" I just close the window

BjB: a couple more things to mention about the Tapped In tab and then we'll move on...

BjB: you can access the 11,000 + international membership directory

BjB: and the 500+ groups from the tapped in tab

BjB: There is a much easier way to find groups and members, though...

BjB: Criselda, can you tell everyone how to do that?

CatherinJR: yes there is

CatherinJR: sure

CatherinJR: go to the search button on top

CatherinJR: click on groups

BjB: I use the search button a lot

CatherinJR: and enter any group you are looking for

CatherinJR: ex. Preservice Teachers

CatherinJR: is that correct BjB

BjB: . o O (a group I strongly recommend for you all!)

BjB: cheers for Criselda...excellent

CatherinJR: note you must click the find it button

BjB: good point, Criselda

BjB: you can also search for people and places (offices)

BjB: questions?

CatherinJR: then click on preservice teachers

JoannaO: were we supposed to find one?

CatherinJR: when you get the chance you can join on your own time

ElizabetN: will we be disconnected if we click

CatherinJR: no I don't think so I tried it with BjB online

BjB: You might want to look for preservice teachers, Joanna, but you can do that later

CatherinJR: no, I just did it

JoannaO: mine found no matches

BjB: . o O (no, you won't be disconnected)

JeniG: We have to join preservice teachers separately or with our personal ME description?

BjB: yes, Jeni

BjB: separately

JeniG: Oh, we click JOIN this group

CatherinJR: yes

BjB: yep!

CatherinJR: and it's done

CatherinJR: easy

BjB: when you join a group, the group name is added to your favorite places drop down menu

BjB: that makes it easy for you to go to the group room and check out resources that are stored there

CatherinJR: so if I wanted to look for my teacher's office I just join and add to my favorites

BjB: let's take a look at some of the features you're going to find in an office or group room

BjB: Yes, Criselda

CatherinJR: thank you

BjB: I'm assuming you all are on the search tab...

BjB: click on the X to the left of PEOPLE at the top of your screen

CatherinJR: am now

BjB: that will bring you back to the welcome screen

CatherinJR: done

ElizabetN: done

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

PatriciaPo: done

JoannaO: thanks

BjB: you can feature notes and links...and passageways in your office

BjB: do you all see FEATURED PASSAGEWAYS?

CatherinJR: yes

JoannaO: yes

AntoniaL: yes

MonijitK: yes

PatriciaPo: yes

ElizabetN: yes

KarenL: yes

JeniG: yes

GloriaLD: yes

LindaJM: yes

CatherinJR: yes

BjB: all the passageways are links to the public conference rooms where events on the calendar are held

BjB: so, if an event is held in the ASO, you would click on After School Online

KarenL: I just love the hot tub!

BjB: and then you would go right to that room

BjB smiles...it's a very popular meeting place, Karen

MonijitK: oh ok thanx.

CatherinJR: I like the idea of the Tree House

BjB: when you enter a discussion, it will be just like this discussion

MonijitK: hot tub huh!?

JeniG: So this is where you go to find classes or just chats?

CatherinJR: discussions as described on the calendar...right?

JoannaO: So in the description of the chats, the passageway will be stated?

BjB: Jeni, you would probably have to go to your instructor's office for classes

BjB nods to Joanna

MonijitK: ok so you go to the calendar , pick a session, click it to see where it is being held and then click that passageway?

JeniG: by classes I mean things from the calendar

BjB: roger that, Moni

BjB: right, Jeni

JeniG: I understand now.

CatherinJR: thanks Moni

JeniG: So the calendar will tell us which passageway to take?

BjB: the welcome screen usually has useful information

MonijitK: no doubt (not sure what I did but ur welcome)

CatherinJR: yes, if you click on the link of that day

BjB: yes, Jeni. If it doesn't, just stop here in reception and a helpdesk volunteer will point you in the right direction

JeniG: Okay

CatherinJR: just asked the question I was going to ask

MonijitK smiles

BjB: under Welcome on the left of the screen above this chat window...

BjB: are links to notes, files and links

CatherinJR: quite helpful

BjB: in your office, these links are where you can add your own notes, files and links

JeniG: Are these for our personal use or are they public?

JeniG: Never mind

BjB: the link I wanted to point out now is Discussion

BjB: discussion is in each office and group room (including preservice)

BjB: discussion is an asynch threaded discussion board

BjB: where you can post questions or discuss topics between the real time discussions

BjB: when you go to the preservice group room, take a look at what has been posted to the discussion board

BjB: each room also has a whiteboard

BjB: . o O (discussion can also be good for study groups)

CatherinJR: sounds great

JeniG: will transcripts of this discussion be sent to us as well?

BjB: the whiteboard is good for posting the agenda for a meeting...

BjB: or for posting highlights during a discussion

BjB: we've already discussed passageways...

BjB: passageways are links to other locations in Tapped In and are usually marked with a door icon

BjB: questions so far?

ElizabetN: no

PatriciaPo: no

GloriaLD: no

JoannaO: No, you are doing great!

AntoniaL: not at this time

BjB: Thanks, Joanna

BjB: let's take a look at the here and online tabs to the left of this chat window

BjB: the here tab shows you who is in this room

BjB: the here tab automatically updates

BjB: at the bottom of the here tab are two icons...remember what the green i is for?

AntoniaL: identity

JeniG: identity

CatherinJR: IDENTITIY!

CatherinJR: identity

CliffST: identity

JoannaO: Can we talk to anyone who is online through the private messenger

BjB cheers for the brilliant group...you are too good!

JeniG: the other is for private chat

CliffST: yes you can

CatherinJR: just highlight and go to actions

BjB: yes, Joanna...the pm is like passing notes in class without getting caught

AntoniaL: my specialty!

CatherinJR: and highlight private message

BjB: Criselda, you can initiate a pm by single clicking on a name and then clicking on the speaker icon to the left of the green i...

BjB: or you can double click on a name

CatherinJR: oh ok thanks easier

BjB . o O (there are usually a couple ways to do most things here)

BjB: now click on the ONLINE tab

JeniG: It's nice to have options

BjB: you will notice that there are now three icons at the bottom...

BjB: what is the door for?

CatherinJR: going to other rooms?

CatherinJR: where you are at

ElizabetN: office

BjB nods to Cat

AntoniaL: to enter a room

BjB: the door icon is a passageway.

CliffST: to get into rooms

CatherinJR: oops

CatherinJR: you can highlight someone in a different room and go where they are by clicking the door?

BjB: I'm going to have you use the door icon to join me in my office

BjB: right, Cat..

BjB: when you see me leave, click on the ONLINE tab, (you may need to refresh) and click on the door icon at the bottom

BjB: ready?

CatherinJR: ready

AntoniaL: ready

CliffST: ready

CatherinJR: ready

JoannaO: yes

BjB left the room.

Room: Enchanted Forest

BjB joined the room.

CatherinJR joined the room.

ElizabetN joined the room.

AntoniaL joined the room.

CatherinJR: howdy

AntoniaL: I'm here!

JeniG joined the room.

BjB smiles happily

CatherinJR: nice office name

CatherinJR joined the room.

JoannaO joined the room.

ElizabetN: hello

CatherinJR: hello

BjB: that is how you join someone.

JeniG: How do you smile happily>

GloriaLD joined the room.

KarenL joined the room.

AntoniaL: it's so easy!

ElizabetN: Pretty easy.

CatherinJR: anyone left behind?

LindaJM joined the room.

CatherinJR: yup

BjB: As Criselda mentioned earlier, if you click on ADD TO MY FAVORITES to the left of the favorite places menu, the room you're in will be added to your favorite places...

BjB: handy for adding a teacher's office

BjB . o O (you're welcome to add my office and visit any time)

BjB: to smile type :smiles

CatherinJR: we just click go

CatherinJR: Moni's not here

BjB . o O (colon and the actions)

CatherinJR left the room.

CatherinJR :::::::::::O)

KarenL: Oooh, pretty!!!!

JeniG smiles

BjB . o O (Cliff either)

CatherinJR joined the room.

JoannaO smiles

CatherinJR: sorry, did I miss anything for those few seconds?

BjB: not really, Cat

AntoniaL: No

JeniG: just how to smile

CatherinJR: couldn't get it

PatriciaPo joined the room.

CatherinJR: smiles

BjB: I brought you to my office so you could see that you can add some fun stuff
CatherinJR: but doesn't really know how
BjB: and to show you what happens when you 'feature' items
BjB: Cat, type :smiles
JeniG: How do you create your page?
CatherinJR smiles
BjB: Jeni, click on the me tab
JoannaO: you got it
CatherinJR: dig it, thanks
CatherinJR :::::smiles
JoannaO: just one colon Cris
CatherinJR is hungry
BjB: if you haven't created an office yet, there will be a link to do that at the top of your screen
JeniG: Okay
JoannaO: but yours worked anyways
BjB: we've gone past our hour...if anyone needs to leave, it's not a problem
BjB: I did want to show you one more thing
CatherinJR: no, it's cool. Patience is a virtue
KarenL: quick question, bj. the photos, you mentioned digital, what about jpg?
CatherinJR: you can
CatherinJR: jpg works
BjB: yes, Karen, jpg is a digital image
KarenL: thanks!
BjB . o O (that's a picture of my daughter and grandson, btw)
KarenL: you can show us one more thing. I know, pretty!!!!
BjB: the last feature I wanted to point out is the Actions drop down menu
CatherinJR: they're beautiful
MonijitK joined the room.
BjB: there are a lot of options there...
CatherinJR: there you are Moni!
BjB: when you're in a class, you may want to click on DETACH
BjB cheers..you made it, Moni!
MonijitK smiles
MonijitK: panic for a moment
JeniG giggle.
CatherinJR: don't panic
BjB: in addition to the detach feature...
BjB: you may find send to pasteboard useful
JoannaO: What does detach do
BjB: when you send to pasteboard, it gives you a static window of your text
BjB . o O (detach makes the chat window larger and easier to read)
BjB: if someone posts a huge amount of text that keeps scrolling and is difficult to read, you can send to pasteboard
JoannaO: That is really great
BjB: you can also copy and paste from the pasteboard

JoannaO: I can see the text

AntoniaL: what do you mean by "static window"?

BjB: static in that it doesn't move

MonijitK: what time is it?

BjB: it's 8:06 EST, Moni

CatherinJR: 7:07 CT

MonijitK: is it ok if we have to leave, or is that rude?

KarenL: This was good info, BJ. Thanks! I must go. bye everyone!

BjB: You know pretty much all there is to know now...I'll expect you all to sign up for helpdesk in a couple weeks

MonijitK: ok

AntoniaL: Thanks for all your help, BJ!

BjB: Moni, feel free to leave if you need to go

MonijitK: thanks a lot for the tips bj

KarenL: I plan to in the summer, bj. Not now. . .

JeniG: What is helpdesk?

ElizabetN: thank you.

CatherinJR: thanks!

BjB nods to Karen

JoannaO: Does the font size only appear on my window?

AntoniaL left the room (signed off).

MonijitK: just log out ..when should we expect our transcript?

CatherinJR: place where there are people to help you

KarenL left the room (signed off).

JoannaO: or do I have to make it smaller for space purposes?

JeniG: So we volunteer to work helpdesk?

BjB: the helpdesk is staffed by volunteers who answer questions and help people feel comfortable in Tapped In

CatherinJR: you can be a helper!

JeniG: Okay, thanks!

BjB: Any last questions?

JeniG: We can ask you questions anytime?

CatherinJR: thank you for the help BjB I have to leave also

BjB: absolutely, Jeni!

CatherinJR: You were great

CatherinJR: or someone at the help desk

BjB: My pleasure, everyone...you were great too!

ElizabetN: Thank you again for all the help.

MonijitK left the room (signed off).

GloriaLD: Thanks for the info, BjB

CatherinJR: I will be checking out your site again

JeniG: Thanks so much. Good bye!

CatherinJR: it's on my favorites

BjB waves goodnight

CatherinJR: Peace to all!

CatherinJR: <poof!>

JoannaO: Thanks, Bj

BjB: You're welcome, Joanna