

**Title of Session: TAPPED IN Tours and Tips**

**Moderator: BJ Berquist**

**Title of File: 20030503tour**

**Date: May 3, 2003**

# Tappedin transcript for BjB, 2003.05.03 08:18:27

Room: TI\_Reception

BjB joined the room.

LauraGuest2 joined the room.

AlainaGuest4 joined the room.

BenGuest3 joined the room.

TonyGuest5 joined the room.

MaggieGuest6 joined the room.

CandaceC joined the room.

BjB waves hi to everyone

JerryGuest7 joined the room.

MaryGuest8 joined the room.

CandaceC: Hi BJ

KreftGuest9 joined the room.

BjB: Welcome to TAPPED IN!

JohnniGuest10 joined the room.

BjB waits for everyone to log in

BenGuest3: Hi BJ

AlainaGuest4: Hello BJ! I am here.

MaryGuest8: Hi Bj

MaggieGuest6: Hi BJ

JohnniGuest10: Good Morning BJ

LauraGuest2: Good Morning!

JerryGuest7: Hi BJ

BjB smiles...you're looking good!

KreftGuest9: Good Morning

CandaceC: I am so glad to see you here. We are ready.

TonyGuest5: Good morning!

MossinGuest11 joined the room.

BjB: I'm a teacher in Pennsylvania and a helpdesk volunteer for TAPPED IN. I'll be leading the tour for you.

BjB: you've already done the hard stuff by logging in ;-)

MossinGuest11: Hi bj

BjB: Are there any questions before we start?

TonyGuest5: I am very excited!

MaggieGuest6: What grade or subject?

AlainaGuest4: I have no questions.....

BenGuest3: When's lunch?

BjB: thanks for the question, Maggie...here's a teachable moment...

BjB: single click on my name under the HERE tab to the left of this chat window

BjB: and then click on the green i at the bottom

BjB . o O ( that's how you id someone )

BenGuest3: Puray Baru!!!

BjB: another suggestion....click on the ACTIONS drop down menu...

BjB: and scroll down to larger font to make this text easier to read...

BjB: if it's still hard to read scroll a little further and click on DETACH CandaceC: That's easier to read now.

LauraGuest2: Thanks for the tips!

BjB: I'm going to review the features that are available here, although much of the interface is fairly intuitive

BjB: You've already seen the HERE tab...

BjB: next to it is the ONLINE tab

BjB: if you click on the online tab you'll see all the people who are logged in BjB . o O ( and where they are )

BjB: above the tabs in the blue screen there is a menu...Welcome, On this floor, etc

BjB: you see the welcome message when you land in a room

BjB: On this Floor shows you links to the rooms on this floor

BjB: Notes, Files and Links are also in all the rooms here. If you are a member and have a private office, you can upload notes, files, and links to your office

BjB . o O ( or group room )

AlainaGuest4: Mary, do you think that he will pick Jen or Tina or Kirsten??

MaryGuest8: It better not be Kirsten since I do think that she has someone else at home

BjB: Each room also has a discussion board...

BjB wonders if Alaina and Mary think they are talking in a private message window

AlainaGuest4: Sorry BJ, we are back in private. Sorry for that mistake. CandaceC: After the room introduction, please show us how you emote. Thanks.

BenGuest3: Why don't you guys start paying attention?

BjB: the asynch feature of the discussion board is a nice addition to continue the dialogue from the synch meetings

LauraGuest2: what's the difference between the discussion board and whiteboard?

BjB: each room also has a whiteboard where you could post the agenda for a meeting or have a group log in, find your office and leave a message

AlainaGuest4: I am here to learn now.

BjB: the whiteboard is only a static text within a room...

BjB: the discussion board is a threaded discussion

BjB . o O ( the message goes to all registered members of the group )

CandaceC left the room.

CandaceC joined the room.

BjB: Passageways is a link to different rooms...there is also a featured note with passageways on the main screen

BjB . o O ( Candace just found out what happens when you click on one of those cute little doors )

BenGuest3 left the room.

CandaceC: That's right. I didn't mean to leave.

BjB: questions on the menu on the left?

BenGuest3 joined the room.

MaryGuest8: No questions so far!

BjB . o O ( to get back to the welcome message, click on welcome on the menu )

CandaceC: Once I got out, I lost all the chat transcript.

BjB nods to Candace. You didn't miss anything. You came right back CandaceC: Do I also miss the discussion while I am away?

BjB: you only see the text in the room you're in, Candace

BjB: Ready to go over the tabs at the top of your screen?

CandaceC: yes

BjB . o O ( you see a different screen than I if you're logged in as a guest. )

BjB: click on the ME tab

BjB: there is information there on what that tab contains

BjB: Candace, when you click on the ME tab you see information about getting an office

BjB: you can change your profile, add to your description, and add a photo and icon under the settings tab in ME

CandaceC left the room.

BjB grins...bet Candace got an office :-)

CandaceC joined the room.

BjB: congratulations on your new office, Candace

BenGuest3: Is it because we are not members that we cannot see the settings tab?

BjB: when you are in your office you can make all kinds of changes

CandaceC: You are all welcome to visit my office later. How do people find my office?

BjB Nods to Ben

BjB: Let's see if we can get everyone to find your office, Candace...

BjB: do you all see the SEARCH tab in the upper right?

CandaceC: yes

BenGuest3: Yes

AlainaGuest4: yes

JohnniGuest10: Yes

TonyGuest12: yes

BjB: click on it and then enter candace in the people text window BenGuest3: Yeah, yeah, yeah

BjB: you should get a hit with CandaceC's id...click on that

CandaceC left the room.

MaryGuest8: I found it! I found it!

AlainaGuest4: I am in her office now. Does she have a mint?

CandaceC joined the room.

CandaceC: That's really easy to do.

TonyGuest12: I agree.

LauraGuest2 left the room.

BjB: once you click on Candace's id you'll see a door icon for her office AlainaGuest4 left the room.

BenGuest3 left the room.

BjB . o O ( it's even easier to join Candace if she's logged in )

MaggieGuest6 left the room.

MaggieGuest6 joined the room.

CandaceC: wait until they all come back.

MaggieGuest6 left the room.

MaryGuest8: I am not going into the office, I might get lost!

BjB waits

LauraGuest2 joined the room.

BjB: Mary, click on FAVORITE PLACES in the upper right...do you see a link to reception here?

JohnniGuest10: I wait also

MaryGuest8: Yes!

BenGuest3 joined the room.

AlainaGuest4 joined the room.

BjB: I know it's easy to get disoriented in a virtual environment! With Favorite Places you can usually go to a place that is familiar

BjB . o O ( and Candace can go to her office )

AlainaGuest4: Thanks for the tip. It is confusing.

MaryGuest8: That is good to know, thanks for the info

BjB: whenever you join a group here, that group is also added to the favorite places list

MaryGuest8: What would you put into an office if you had one?

LauraGuest2: Good Question

BjB: would you like to visit my office and see?

AlainaGuest4: How can I find this useful in an elementary school with minimal access to computers?

BenGuest3: Yeah, yeah, yeah!

CandaceC: yes

BjB . o O ( Maggie is in another room...let's see if I can get here back )

MaggieGuest6 joined the room.

JohnniGuest10: I would

MaryGuest8: Sure why not, especially if you have chocolate!

TonyGuest12: Yes, please.

JeffC joined the room.

AlainaGuest4: Maggie gets lost easily. She wanders around the hallways at school often.

BjB smiles..I don't have chocolate, but I have something almost as good....hugs :-)

BjB: Hi, Jeff

TonyGuest12: Who is Jeff?

JohnniGuest10: who's jeff

JeffC: Hi BJ... what's up?

AlainaGuest4: I am not going to offer hugs to get maggie back.... she has a preference to other things.

JeffC: Johnni, if you want to see who I am... single click my name (on the left) and click the little "i" icon in the green circle.

JeffC: are you all in a class here?

MaryGuest8: Hey what is all this flirting going on

BjB nods to Jeff. I'm giving them a tour

LauraGuest2: yes, we are all in a class, so don't mess with us!

BjB: while we wait for Maggie to join us I'm going to give you directions to join me in my office

AlainaGuest4: Mary , I don't know how to flirt or tease.... I just make spelling errors.

BjB: when you see me leave click on the ONLINE TAB and single click on my name...

AlainaGuest4: Maggie went to the firehouse or something.

BjB: then click on the door icon at the bottom, ok?

LauraGuest2: yes

MaryGuest8: ok!

BjB . o O ( we'll try to get Maggie to join us there )

BjB left the room.

Room: EnchantedForest

BjB joined the room.

MaryGuest8 joined the room.

AlainaGuest4 joined the room.

LauraGuest2 joined the room.

MaryGuest8: I made it!

JohnniGuest10 joined the room.

MossinGuest11 joined the room.

BjB cheers for all the brilliant people!

CandaceC joined the room.

MaggieGuest6 joined the room.

MaryGuest8: I am very happy that I was actually paying attention. I am going to pat myself on the back!

AlainaGuest4: What a great office!

MossinGuest11: maggie made it!

BenGuest3 joined the room.

BjB: good job, everyone. You can also join Candace if she's in her office by doing the same thing

AlainaGuest4: Maggie found her way again. She was exploring.

JerryGuest7 joined the room.

MaryGuest8: Nice to have you back Maggie!

BjB gives Maggie a special hug...good job, Maggie

LauraGuest2: I like your office. The hug info is great. How do you send an online hug?

AlainaGuest4: I am hugging Maggie too

BenGuest3: I like twinkies

BjB: hugs are an action (emote) To hug type a colon and the action :hugs AlainaGuest4:

I have a recipe for a Twinkie cake Ben....

JerryGuest7: what a special moment

JohnniGuest10: Mossin is hugging Tony

CandaceC hugs everyone.

AlainaGuest4: I would rather not get hugs right now..... it is too personal too soon.

CandaceC smiles that she can emote now.

BjB: You can wave, smile, etc....very important in a virtual environment. It's the virtual equivalent of body language

BenGuest3: Alaina, those aren't pillows!

AlainaGuest4: I am waving to everyone right now.

MaryGuest8: Can I send a hug to that cute Firestone guy

BjB: The photo is of my daughter and grandson. That is an image note I've added

JeffC joined the room.

AlainaGuest4: Jeff... why are you in here?

BjB: Welcome to the enchanted forest, Jeff

BjB: Jeff is also a helpdesk volunteer for TAPPED IN

MaryGuest8: Are we being followed by you are something Jeff!

JeffC: Hi BJ... I just stopped in to see if BJ needed any help... but I'm leaving soon.

AlainaGuest4: Sorry, I need help.

BjB listens to Alaina

LauraGuest2: I guess Jeff could tell we were a needy group.

MaryGuest8: Aren't we supposed to be learning stuff and not having fun!

AlainaGuest4: I am glad that you are a helper. We have a lot of helpers in our group.

JeffC: The two go hand in hand Mary!

BjB laughs...Mary, my favorite quote from a guest is that they never knew that learning could be so much fun!

CandaceC thinks what a beautiful grandson BJB has!

MaryGuest8: I suppose that could be right

AlainaGuest4: Mary, if this is fun-- think of being in a hot tub with the Firestone guy

BjB: thanks, Candace.

CandaceC: You are welcome.

MaryGuest8: Yeah, not a bad thought!!

BjB: One of the graphics you can put in your office is a hot tub, Alaina AlainaGuest4:

Thanks BJ. We'll install a hottub soon.

MaryGuest8: Just don't let your new husband know if you have any visitors

AlainaGuest4: He doesn't care. He likes me to make friends and have company.

BjB: I've featured the whiteboard so you can see an example of what some people use it for

JeffC: Well... as usual... BJ has things well in hand... nice meeting you all... time for me to go to work IRL.

BjB: Thanks for dropping by, Jeff.

JeffC waves bye.

JeffC left the room.

MaryGuest8: See ya Jeff, How can I get myself an office

BjB: Mary, you have to fill out the membership form first

MaryGuest8: Okay!

BjB . o O ( only members can have offices )

LauraGuest2: How do you write on your whiteboard?

BjB: click on whiteboard on the left menu

AlainaGuest4: Do you remember those "Members Only" Jackets from the 80's?

MaryGuest8: No!

LauraGuest2: Thanks for the fun way of learning

BjB smiles. Thank you all for being such a great group!

BenGuest3 left the room.

CandaceC: How do you get your students back to the same room if they wonder off?

MaryGuest8: We generally have a more talkative group, but some members must be sleepy! hey where did Ben go?

BjB: just like I did with Maggie, Candace...send a pm

MaggieGuest6: This is something new for us, so we are just finding out how this works. Interesting.

CandaceC: What's a pm?

BjB understands how confusing a virtual environment can be at first

BjB: PM = private message

CandaceC: thanks.

BjB: single click on the person's name in here or online and then click on the speaker icon to the left of the green i

LauraGuest2: I take it you can only write on the whiteboard if you're a guest?

BenGuest3 joined the room.

BjB: anyone can write on the whiteboard.

BjB: Good job, Ben!

CandaceC: What do people do here mostly? Do teachers come to meet other teachers? Or do teachers bring students in here for projects?

BjB: have you seen the events calendar?

CandaceC: yes

MaryGuest8: Yes!

CandaceC: They are mostly for teachers.

MossinGuest11: Were did guest kreft go?

BjB: many people participate in those discussions

MaryGuest8: This is a safe place to talk no weirdos can arrive!

BjB: also, colleagues will meet in private offices to plan or discuss issues

MossinGuest11: Mary you are a weirdo

BjB nods to Mary

BjB smirks at Mossin

MaryGuest8: Hey no smirking at my expense

LauraGuest2: BJB thanks for the tour. I can't think of any more questions right now.

CandaceC: Can I create a private room for my students?

BjB: for the first few visits, often these casual conversations are important to get the feel for the community

BjB: yes, you can create a group room...but...

BjB: only members of TAPPED IN can join a group room

MaryGuest8: So others can only read what we are saying if they enter the room that we are in. Right?

CandaceC: Can students become a member?

BjB nods...these are college students, right?

KreftGuest9 joined the room.

CandaceC: yes, graduate students.

BjB: right, Mary

BjB cheers for Kreft...welcome

CandaceC: Actually all of them are full-time K-12 teachers.

JohnniGuest10: Welcome Dan

BjB: that's what I thought, Candace

BjB: eventually, there will be a feature for getting K-12 student accounts...

BjB: and then teachers will be able to bring in their K-12 classes

CandaceC: That's good since the teachers in this room might bring in their students.

BjB: they could hold discussions with other schools, classes, an expert on a topic, lot's of cool things

CandaceC: I like to see K-12 students collaborating with K-12 students from other states or countries.

LauraGuest2: Why at this time can't I move up on the screen to read what was said earlier?

BjB: until the student account feature is added, I'd wait...too much liability in bringing in kids

MaryGuest8: That would be nice for students to be able to talk with other students. I like that!!

LauraGuest2: I like the idea of being able to chat with other k-12 students. My kindergarten students would even like that.

BjB: Laura, try clicking on the ACTIONS drop down menu and scrolling down to DETACH

BjB: I know you are all ready for a break and I don't want to hold you up.

LauraGuest2: I did that after I asked you the question.

CandaceC: Thank BJ for such a great tour. Let's give her a round of applause.

MaryGuest8: Thanks for all your help!

LauraGuest2 applause

CandaceC claps claps

JohnniGuest10: ,clap clap clap

LauraGuest2: oops! :applause!

MaryGuest8 clap clap clap!!

BjB: It's been a pleasure. If you ever see me online, please don't hesitate to pm me and say hi

MaggieGuest6: clap clap clap.....

BjB blushes. Thanks

LauraGuest2: Good Bye

MaryGuest8: Have a great day!!

BjB waves bye.

BenGuest3 left the room (signed off).

JohnniGuest10: bye

KreftGuest9 left the room (signed off).

MaggieGuest6 left the room (signed off).

MossinGuest11 left the room (signed off).

JohnniGuest10 left the room (signed off).

MaryGuest8 left the room (signed off).

LauraGuest2 left the room.

CandaceC: Thank you so much BJ. They really enjoy the tour.

BjB: You're welcome, Candace. I enjoyed it too!

CandaceC: bye now . Have a good day!

CandaceC left the room (signed off).

BjB: I'm headed out the door as we speak ;-)

BjB left the room (signed off).

2003.05.03 08:18:27 Signoff



----- Private Messages -----

Private dialog with: MaggieGuest6

BjB: hi, Maggie. You're not in reception with the group

BjB: do you see a link to reception from the room you're in?

BjB: Maggie, do you see this message?

MaggieGuest6: no

BjB: if you do, enter text in the bottom part and press return

BjB grins...no?

BjB: let's do this...click on ONLINE and then single click on my name

BjB: then click on the door icon at the bottom

BjB: do you see the ONLINE tab, Maggie? it's to the left of the chat window

Private dialog with: KreftGuest9

BjB: are you with Candace's group?

KreftGuest9: Yes I am

BjB: click on the ONLINE tab next to HERE

BjB: then single click on my name and click on the door icon

BjB: do you see the ONLINE tab?

KreftGuest9: yes, but when I single clicked on your name, I still see candace's office

BjB: did you click on the door icon, Kreft?

KreftGuest9: Yes, and now I'm in candace's office

BjB: click on ONLINE and then click on REFRESH at the bottom

BjB: then single click on my name under the ONLINE tab and click on the door icon

KreftGuest9: Got it, thanks

Private dialog with: BenGuest3

BjB: Ben, would you like to join the group in my office?

BenGuest3: yes

BjB: click on the ONLINE tab next to HERE and then single click on my name ...

BjB: then click on the door icon at the bottom