

Title of Session: Tours and Tips

Moderator: Jeff Cooper

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Room: After School Online

JeffC: Hi Shelley... are you here for the Tips and Tricks tour?

ShelleyA: Yes I am

JeffC: I'll be giving it in about 20 minutes.

ShelleyA: great - I'll just hang here

JeffC: If you want an early start, you might want to look at some of the notes above.

ShelleyA: I've read the tips and have my chat detached

JeffC: OK... if there is something in particular that you would like help with, just let me know.

ShelleyA: ok

JeffC: For my T&T, it's probably best to *not* have the chat detached, unless you are comfortable switching between the two windows. Chat detach is good when there are a lot of people talking, and you're focused exclusively on the chat. My focus is on getting people up to speed with what they can do with the top window.

JeffC: But... whatever you're most comfortable with, that's what's important.

JeffC: I'll be afk (away from keyboard) for a few... working in the computer lab today. If you have any questions, I'll be back periodically to answer them.

ShelleyA: ok, I am afk right now reading email

TerresaA joined the room.

TerresaA: Hi, I'm joining your tour.

ShelleyA: Hi Terresa, I'm here for the tour too

BjB joined the room.

BjB waves

ShelleyA waves

BjB wonders if Jeff fell asleep at his keyboard

ShelleyA: Jeff is afk working in computer lab for a bit

BjB: thanks, Shelley

ShelleyA: sure

BjB: How about if I get us started and he can take over when he gets back

ShelleyA: sounds great

TerresaA: ok

BjB: Terresa, we usually start all our events in Tapped In with introductions **BjB:** I'm an art teacher in Pennsylvania and a helpdesk volunteer for Tapped In

ShelleyA: I'm a full time grad student at K-state (after 20 years in elem teaching)

JeffC: oops... afk too long!

BjB: good timing, Jeff ;-)

TerresaA: Terresa Augustine, I'm the Executive Director of BC's Career Management Association, a career coach, educator and enterprise developer **JeffC:** I'm Ed Tech

Specialist for the College of Education at Pacific University. Of course... everyone could learn that by single-clicking my name in the "Here" tab, and then clicking the little "i" in the green circle (Tip #1 today... in no particular order ;-)

TerresaA: I've spent my career dancing between education, organization development and community development which has provided me with a unique set of skills to support organizations and individuals as they give effort to navigate their way in a new work environment, work world

JeffC: . o O (that's a lot of dancing!)

BjB: Perhaps Terresa should know how to detach her chat window

BjB: brb

TerresaA: got it

BjB left the room.

JeffC: Hi everyone... dancing around a bit myself today.

JeffC: First... the way I generally get people started with Tips & Tricks, is to have people just click on a few things, to see what the possibilities are. First, if you click the "Actions" button, just above, you will see a number of possibilities.

JeffC: I think we will probably get a few more people, since BJ is now in the Reception area with about 6 people.

ShelleyA: ok

JeffC: Of course, feel free to ask any questions as they come up.

ShelleyA left the room (signed off).

ShelleyA joined the room.

ShelleyA: I had to refresh to get my actions to work

TerresaA: Shelley I sent you a private message as a testing of that action **JeffC:** You probably want to take a look at the "10 Steps" note above, to see some of the possibilities. Yes, you may need to hit "refresh" [at the bottom of the ONLINE tab to the left of the chat window] or at least the "room view" button above, to come back to this room's Welcome screen

AmyLS joined the room.

SharonH joined the room.

ShelleyA: Terresa, I didn't get your message

TerresaA: Jeff, where is the "10 Steps" note

JeffC: Detach, Private Message, Pasteboard, and transcripts... plus the key of "listening" ... the 10 step notes is in the Welcome screen for this room, in the above frame. If you've detached, or are looking at someone's profile, you need to either reattach, or go to that window, or just look at the above frame.

AmyLS left the room.

TerresaA: Found the 10 Steps thank you. I will try the private message again

JeffC: OK... is everybody ready for my whirlwind tour?

ShelleyA: yes

TerresaA: yes

AmyLS joined the room.

AmyLS: Jeff- BjB sent me here to do a tour. What do I do next

SharonH left the room.

JeffC: OK... we're on our way for the tour... Hi Amy

AmyLS: Hello Jeff

JeffC: Now... in the "old" Tapped In, I could have everybody /follow ...to follow me. That doesn't work here (unfortunately)

JeffC: So... what I'd like to do is teach everybody how to join someone else in another room.

AmyLS: ok

ShelleyA: ok

TerresaA: ok

JeffC: For that to work... I'm going to leave the room. When I do... 1) click: Online (tab on left) 2) single-click:

JeffC (doubleclicking will open a private message box... do that if you have trouble) 3) click the little "door" icon on the bottom.

AmyLS: ok

JeffC: Everybody ready? I'm about to go to my office... please join me there.

ShelleyA: ok

JeffC left the room.

Room: **JeffC_Ofc**

JeffC joined the room.

ShelleyA joined the room.

TerresaA joined the room.

TerresaA: Hi Jeff

AmyLS joined the room.

JeffC: Great! Shelley wins the prize for quickest joining

ShelleyA: LOL

AmyLS: thanks a lot

AmyLS: hee

JeffC: Everybody made it... excellent! And Amy has learned about Private Chat.

JeffC: Which is Tip #2 for right now... to do a private chat... just doubleclick someone's name on the left.

AmyLS: cool

TerresaA: to Shelley

JeffC: That will open a private chat box. It's not necessary to do, when everyone is in the same room... unless you want to talk about someone (like the teacher) behind their back ;-()

TerresaA: seems when I double click I'm not getting the private chat box **JeffC:** It may be behind your other windows Terresa.

AmyLS: Shelly and I are talking

JeffC: OK

TerresaA: yes, it was, now that I have it it says send to pasteboard, when in pasteboard, where to from there?

JeffC: Feel free to do that if you like, but it can get a little overwhelming to have too many private chats going while this is also going.

TerresaA: I'm okay now :o)

JeffC: You will also hear a little "bell" when someone private chats with you.

JeffC: OK... everybody ready for the next step?

TerresaA: so to sign off from a private chat . . . how do I do that?

ShelleyA: ok

JeffC: Just close the window Teresa.

TerresaA: ok

JeffC: The private chat window... not this one!

TerresaA: ;o)

AmyLS: I think I am there

JeffC: Next step: Take a look at my office. I use it as a model for things that you can do with your own office, or room(s) that you can create. **ShelleyA:** I like your office - I was exploring links this morning - but haven't added any yet to my office

AmyLS: Ok am I right so far

JeffC: Note that I've tried to turn this room into "collaboration central." Although TI2 (Tapped In 2) is a "collaboratory" ... I still find that it is difficult to easily learn who else is out there, what they do, what groups/classes there are... etc. So, I've set my room up to facilitate collaboration between members.

TerresaA: Jeff, how do I attached my detached window?

JeffC: So... Tip #3 is to create your own office (so easy! 1) Click: Me (tab above) 2) Click: Create an Office). If you do so, you may go there, but then come right back.

JeffC: Teresa: Actions-- Attach

TerresaA: Attach is not an option in my drop down list it remains as detach **JeffC:** Eek... really?

[Ed. Note: Occasionally, when you have been detached for a while, the actions menu will not list the attach option. To reattach your chat window when this happens, click on FILE in the upper left of your detached chat window and then click on Reattach.]

AmyLS: I think I have my office created what is next?

JeffC: Try Detach then... see what happens.

JeffC: You can never be too detached ;-

JeffC:)

TerresaA: ;o), it selects detach now replacing the word action' in the box **AmyLS** left the room.

AmyLS joined the room.

JeffC: Well Amy... what will be next is for you (and everyone) to decide what little goodies to add to your office. We'll be looking at the links on the left (Welcome, Notes, Files, Links, Discussion, Whiteboard and Passageways).

TerresaA left the room.

AmyLS: Cool.

TerresaA joined the room.

JeffC: People need to decide what to add to their office... and when to create their own "Group" which will create a new room (also with the same capabilities). Users may create up to two rooms here (in addition to their office).

TerresaA left the room.

JeffC: I know I move fast here... but this is a Table of Contents whirlwind approach... remember... you will receive a transcript of this and may peruse at your leisure... later.

ShelleyA: Is the purpose of the room to have a private conversation with multiple people?

JeffC: That is one of the ways you may use your rooms.

JeffC: Next: The links on the left.

TerresaA joined the room.

AmyLS left the room.

AmyLS joined the room.

AmyLS: Wow- I keep going in circles

JeffC: In addition to private conversations... you may also create a Welcome screen (as I have above). When you do things in your office, you will have an option to "Feature" whatever you do. Featuring something, places it on your Welcome screen.

JeffC: Best to stay here for a while... there will be time later to work on your own offices.

AmyLS: I think I will personalize my office later. It is getting confusing

JeffC: Right

AmyLS: What is next

JeffC: Now... just think ahead to what you are going to do... and I'll talk a little about what I did.

AmyLS: ok

JeffC: First, you are seeing quite a few Notes (like my picture, if you scroll the top frame down), Files (for sharing), Links, etc. That is because when I created them, I "Featured" them so that they would appear on my Welcome screen.

JeffC: When you go to your offices, you will be able to "edit" everything.

AmyLS: Cute picture

JeffC: You will also be able to give that power to others (if you want). This isn't a great idea in your office, but it will be something you may want to do when you create a classroom or group discussion room. Thanks Amy **ShelleyA**: do you have to specify which people

JeffC: That is my Office from the old Tapped In. I made quite a few of the objects "clickable" (like the door, whiteboard, myself.).

AmyLS: very cool

JeffC: Shelley. yes... what I will recommend... is when/if you create a new group, you can choose a variety of ways to have people become members. Open is the easiest, but that allows everyone to join. Moderated is another option, they can apply, and you decide who to add or not... Closed is by invitation and assignment only.

JeffC: But I'm skipping ahead a bit. Groups is about the last thing to go over.

ShelleyA: sorry

JeffC: No problem

JeffC: I just want people to be aware of those links on the left, and what they are there for. Notes allows you to create a note that you could either Feature, or not. My picture is a note for example (notes can be text or images).

TerresaA: Jeff: the 'clickable' feature you refer to - is that on your picture on the first screen?

JeffC: Files... gives you up to 3 megabytes of space to let you upload files that you can choose to share (or not).

JeffC: It's not clickable here, Terresa, only on the first Tapped In.

TerresaA: ok

JeffC: So... this place can be used to upload your resume (if you like), or... if you create a class room, you could upload files for your classes. BTW, right now, TI2 doesn't allow young students, but that should change within the next few months.

TerresaA: Jeff, I was able to go and open a file from your office. What kind of document security is there?

JeffC: Next is "Links" which is pretty self-explanatory. You can add as many links as you like. FYI my public bookmarks are Mr.C's Educational Bookmarks and have quite a few K-12 links. Another tip (not a TI tip though) is that everyone should consider putting your bookmarks online... using either <http://www.mybookmarks.com> or <http://www.backflip.com> ...there are other sites... but I think it is important for educators to make their links public.

JeffC: Right Terresa... no security on my documents. I encourage people to take a look at them...

JeffC: To add security, make sure that your documents are password protected... and don't feature them on your Welcome page.

[Ed. Note: you can also 'lock' your office so no one can enter to access the information that is there.]

TerresaA: so each 'office manager' would/could setup their security as they choose

JeffC: Yes

TerresaA: ok

JeffC: I'm wide open here.

TerresaA: not very detached :o)

JeffC: Obviously people have different needs for security. My only request is that if people use my files, they credit me for them.

TerresaA: cool

JeffC: Next link is the "Discussion" link. You can have threaded discussions here. I've seen them used where a discussion starts with a chapter review from a book... then students come in and reply, giving their opinions. This allows you to have threaded discussions (an online message board).

JeffC: Questions so far?

AmyLS: no

TerresaA: I'm good

ShelleyA: I like the discussion, I'm fine

JeffC: OK... moving on... Amy has already discovered the Whiteboard... which is extremely temporary... *anyone* can post or even *erase it* (please don't!).

AmyLS: ok...

JeffC: And finally, there is the Passageways... perhaps the most important. It links this room up with others in TI2.

JeffC: It's the way to move around. For example, if you end up creating a classroom, you will want to link it to your office, and from your office to the classroom, to facilitate navigation.

TerresaA left the room.

TerresaA joined the room.

JeffC: I think Terresa may be adding a passageway here (guessing?)

TerresaA left the room.

AmyLS: Do you have passageways, I clicked on yours and nothing happened

ShelleyA: I couldn't get them to come up either

JeffC: It's lagging for some reason right now Amy. But if you look at my Welcome screen, you will see passageways to a number of offices, groups, and classes.

TerresaA joined the room.

AmyLS: Got it

TerresaA left the room.

TerresaA joined the room.

JeffC: Please feel free when you go to your office, to add a passageway to mine.

AmyLS left the room.

TerresaA: tku

ShelleyA: thanks

AmyLS joined the room.

AmyLS: The system is lagging

JeffC: 1)Click: Passageways 2)Add Passageway 3) type in name you are looking for 3) Check the box next to the one you want to add 4) Click: continue 5) (check the "featured" box if you want it on your welcome page) and click "Continue"

JeffC: Don't worry about it now though.

AmyLS: Having a hard time doing that now but will add later

JeffC: Next couple of items... the top tabs "Me" "Tapped In" "Help" and "Search" There is a lot going on up there... too much to cover in the next five minutes!

JeffC: However... play around with them... and you will get an idea of what's going on... how to do things (like finding Groups or People through Search)

JeffC: When you click the top tabs, you get a different set of "subtabs"... hope that isn't too confusing.

AmyLS: got it

TerresaA: got it

ShelleyA: nope

ShelleyA: not confusing

JeffC: BTW... you can also add a room as a "Favorite Place"... you should see that in your upper left corner (if you want to add this room for example). It will then come up in your Favorite Places button.

AmyLS: Did that already.

AmyLS: Before I forget to say it thanks for all your help

JeffC: Don't get carried away with that feature though... it's easy to use, but then, you end up adding quite a few and it gets a bit cumbersome... be selective (Tip!).

JeffC: You're welcome Amy.

AmyLS: good tip

JeffC: One of the things that's great about TI2 is that you can get real time help navigating the system... since BJ (or myself or someone else) is almost always around on Helpdesk.

ShelleyA: I love that feature

AmyLS: me too

JeffC: Yeah... here's a test : Name the Internet sites where there are real people on the other end who will help you real time... for free.

ShelleyA: none

AmyLS: just you

JeffC: Hehe... right... just here!

JeffC: Remember... this is a Collaboratory... we're all here as professional educators... to help each other.

AmyLS: that is what makes this so awesome. I am really glad I learned all about this today.

AmyLS: I am going to share with all my teacher friends

TerresaA: what are the ground rules around sharing information with this community, ie. could you let the group know of an event or would you post it in your office?

JeffC: Click the "Tapped In" tab above... then click: Calendar, then click: External Calendar ... or just go to: <http://tappedin.org/cgi-bin/calendar/ti2calendar.cgi> ... you will see a listing of events for here.

JeffC: Yes Terresa... there are email lists from TI that you could advertise your info or meeting... or you could just post it to your office.

AmyLS: Jeff sorry to interrupt but is there anything else I need to know right now? I have to get going.

JeffC: No... I'm about wrapping it up here myself. Take a look at the calendar... and be sure to make TI2 part of your weekly, if not daily, routine.

JeffC: The calendar should be shown to your colleagues... at least once a month there will be a meeting here that should appeal to all grade levels and subject areas.

AmyLS: Will do. Thanks again for everything and talk to all of you soon.

Have a great day.

TerresaA: Jeff: where will I find the e-mail lists

JeffC: Hmmm... I think there are links in the reception area Terresa... BJB moderates them... you could ask her too (just send her a private chat message!)

TerresaA: tks

AmyLS left the room (signed off).

JeffC: OK everyone... I usually hang out after the hour is up... but I really need to be going... feel free to ask me any question any time.

ShelleyA: Thanks Jeff. See you around

JeffC: You are welcome to stay and explore my office, or go to your own and start working on them.

TerresaA: I'm going to hang some pictures in my new office. Thank you Jeff.

JeffC waves bfn (bye for now)

TerresaA: Bye Shelley, bye Jeff

ShelleyA: bye Terresa

TerresaA: what is the wave?

TerresaA: bfn

ShelleyA: type :wave

TerresaA wave

ShelleyA wave

JeffC: You got it!

TerresaA: I see

ShelleyA smiles

TerresaA: bfn

JeffC: Thanks for sharing that tip (I forgot!)

JeffC :-)