

Title of Session: Tips and Tricks - Groups

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Room: After School Online Room

Whiteboard:

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Topic for Today's Tips and Tricks

Overview for Groups

What groups are

Categories - public, moderated, private

How to find them

How to join them

How to unjoin them

The role of discussion

How to find which ones are effective

How to find which ones might suit you

How to start a group and invite others to join

What is involved in setting up a Group room

Linking group rooms to offices and vice-versa to provide links to related resources

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DianneA: Today I am looking at the issue of joining and using Groups

LeslieF: Just what I need

DianneA: unless you have something else that you would particularly like to follow up

LeslieF: I'm interested in creating a group room

LeslieF: and then also using it

DianneA: I have set up a prospective agenda on the whiteboard, if you'd like to check that out while we wait and see if we have other starters

DianneA: if Leslie is content with the basics we can cut to the chase

DianneA: and look at making the Group room

LeslieF: not sure where the line is between basics and "chase" but I'm willing

BJ smiles

DianneA: well let's check out the basics first

LeslieF: I think I'll use this environment for a meeting I'm having tomorrow afternoon and have my 5 Technology Resource Teachers join.

DianneA: what do you understand to be the role of a group in Tapped In Leslie?

LeslieF: I have an office on TI that I created several years ago. This whole thing is a whole lot easier than it was then.

DianneA nods

DianneA: a Group Room is a development of the office idea

LeslieF: I thought that maybe a group room was where the members of that group went to collaborate together.

DianneA: yes

LeslieF: Asynchronously sometimes.

LeslieF: And synchronously at other times.

DianneA: yes, and the Group Room with office connections can extend the access to recommended resources

LeslieF: "recommended resources" being other people?

DianneA: and links to people's interests and resources and files in their offices

LeslieF: Ahhh...I see what you mean but don't begin to know how to create

DianneA: Notice there are three categories of groups ...

DianneA: public anyone can join

LeslieF: yes..

DianneA: moderated, you have a screening permission on someone joining

LeslieF: ok

DianneA: and private where the group owner must invite another to join

LeslieF: ok

DianneA: BJ .. are the private groups shown in the group lists

DianneA: or am I thinking that some rooms do not show up because they are in the other tenants' spaces?

BJ: no, no one sees the private groups...either in an ID or in the groups list

LeslieF: ???

DianneA: Sorry, Leslie,

BJ: I don't recommend private because it's hard to help potential group members find the group to join it

LeslieF: I see you are talking to each other. I was confused. Sorry.

LeslieF: OK

DianneA: I was sharing with Bj something I had noticed

DianneA: when you click on the online tab at the left of this chat space

DianneA: you can see who else is here in Tapped In at the same time

LeslieF: yes

DianneA: and where they are

LeslieF: ok

DianneA: sometimes chasing up the 'location' draws a blank

DianneA: and I had wondered if that constituted a private group/room

DianneA: back to your agenda now

DianneA: Do you know how to find what groups are here in Tapped In

LeslieF: no, tell me

DianneA: see the Tapped In tab at the top of your screen? Click on that and select the Groups Option

DianneA: we now have an alpha list of the groups, and a search groups function link

LeslieF: ok. I see lots of groups

DianneA: if for instance, you are interested in K-12 activities

DianneA: the next step would be to search for k-12

DianneA: click on the search groups link

DianneA: and enter the k-12 and hit the find it button

BJ : o O (K-12 STUDENTS IN TI2 is the group you're looking for, Leslie)

DianneA: and tell me if I am going too quickly here

DianneA: what you now need to do to find out about the group is click on the green I icon of the group of your choice

LeslieF: I think I'm with you.

DianneA: and let's focus on the K-12 students group for the practice

DianneA: so that we all stay together

LeslieF: I'm there

DianneA: The group information profile

LeslieF: join?

DianneA: tells you purpose and members and offers to the option to join

DianneA: join

DianneA: we can unjoin later unless you want to stay with it

DeanV joined the room.

DianneA: Now you should see that the door to the Group room is open

DianneA: Hi Dean

LeslieF: I remember, virtually Judi Fusco, as the person who helped me when I first joined years ago and I see she owns this group.

DeanV: hi this is my first time using tapped in

LeslieF left the room.

DianneA: we are just joining the K-12 Students Group

DianneA: and are about to go to the Group Room

LeslieF joined the room.

DianneA: and Bj Dean has just joined the Heldpesk Central group too

BJ nods to Dianne

DianneA: sorry Leslie we were about to join you when Dean appeared

LeslieF: I think I lost you when I entered the room didn't I?

LeslieF: Ah, OK, Hi Dean!

DianneA: you left us and we were too slow coming

DeanV: hi

DianneA: Let me gather my wits, please

LeslieF: not sure I'm following. Do you want me to enter the k12 room?

DeanV: how do I get there

DianneA: if I ask Leslie to go to the K-12 room

DianneA: and I go too, Bj can you look after Dean and get him there asap?

LeslieF: seeee ya there, Dianne

LeslieF left the room.

DianneA: OK Leslie off you go ... the group room link is now in your favorites drop down menu

DianneA left the room.

BJ: Dean, click on the online tab next to this chat window

BJ: and then single click on **DianneA** and the door icon

BJ: you won't be able to join Dianne, but you should get a place to join the group

DeanV: I think I got it thanks

BJ: once you join the group you can enter the room

DeanV: it says I need to be a member

BJ: right...do you see a place to join the group?

DeanV: yup

BJ: any problems joining the group?

DeanV left the room.

BJ left the room.

Room: K-12 Students in TI2 Group

BJ joined the room.

LeslieF: got it

DianneA: let me repeat what I have just been telling Leslie

DianneA: if you are going to have a group, you will need to set up the room with its resources something like this one

DianneA: the key items, in my humble opinion, in a group room

DianneA: are the Notes, Files, Links Discussion and Passageways

DianneA: basic structure is standard fare, and in a short moment we will take you to the process of creating

DianneA: as you see it is the same as the office architecture

DianneA: so what you can do in an office you can do in a group room

DianneA: an owner can do everything

DianneA: a moderator can do some things

DianneA: the members can do some things but less than a moderator who can do less than an owner

BJ: when you FEATURE one of those items, that item appears on the welcome screen when you enter the room

DianneA: with me?

DeanV: sorry I gotta leave for a bit

DianneA: thanks BJ

DianneA: Ok Dean

LeslieF: I'm with you

DianneA: so let's go to the next stage of creating a room ...

BJ . o O (you can come to this group room at any time by using the link under your favorite places menu)

BJ . o O (same with any group you create or join)

DianneA: Bj has suggested that you might want to start with a moderated group room

DianneA: for your group of teachers

DianneA: and you can make it more public later

LeslieF: sounds like a good idea

DianneA: but you can't reverse it to make it more private

LeslieF: ok

DianneA: before I charge on with the instructions now live

LeslieF: one ?

DianneA: can I remind you and I that there is info about groups and creating and joining and .. in the Help file

LeslieF: In a moderated group room, do I get emails when someone wants to join?

DianneA: yes Leslie, as owner you get those requests

LeslieF: ok, sounds good

DianneA: so too does anyone else whom you have made moderator

LeslieF: ahh...ok

DianneA: let's step through the creating process then ...

LeslieF: Pretty soon I have to fix some dinner. We're on ET.

LeslieF: I'm ready

DianneA: How long?

LeslieF: keep going. I want to learn

BJ: Leslie, click on the Tapped In tab

BJ: then click on GROUPS

DianneA: it's years since I did this .. thanks BJ

BJ: at the top of the groups screen you'll see two text hyperlinks

BJ: one to create a regular group in this building (which is the one you want)

DianneA: . o O (of course!!)

BJ: and one to create a K-12 student group in the student campus

LeslieF: I created my moderated group just now and its nickname is WOW

BJ: grins...catchy name, Leslie!

LeslieF: left the room.

LeslieF: joined the room.

BJ: good job, Leslie~

BJ: you can edit the name and the settings when you're in the group room

DianneA: I have just mentioned to Leslie in a PM

DianneA: that we will need to continue the discussion in a private message until/unless you'd like us to join the group

LeslieF: I think I may need to change my email address.

DianneA: listens

BJ: ahhhh...Leslie, THAT'S the ME tab/Settings

BJ: . o O (to change your email)

LeslieF: OK. All is well. It's correct.

DianneA: so Leslie, what's your next question ...

LeslieF: You're welcome to join the group but I don't want to have to open my webmail.
Can I admit you some other way?

BJ: Let's Dianne continue her session

BJ: Leslie, you can invite people to join

LeslieF: left the room.

DianneA: this is an issue!

BJ: what is an issue?

DianneA: how do you work with this next step!

DianneA: Leslie in the group room and we here

BJ: send her a pm

BJ: see if she has figured out how to invite people

DianneA: got that started, no response before

BJ: and ask if she's invited you to join

BJ: then you can just join and talk with her there

LeslieF: joined the room.

LeslieF: How do I invite you to join?

BJ: Leslie, you'll have to get all your teachers registered as TI members so you can invite them

BJ: to invite a member of TI to join, go to the group room and click on SETTINGS
BJ: and then click on membership management, I think
LeslieF: I gathered that. That will take a while but I can start with 5 of the 25 tomorrow.
BJ nods.
LeslieF: OK. I'll go there now.
LeslieF left the room.
DianneA: and I need to open my email for Leslie to join me?
BJ: where is Leslie joining you?
BJ: I thought you wanted to join Leslie in her group room?
DianneA: sorry mixture on terms ...
DianneA: Leslie will need to invite me to join the group
BJ: yes
DianneA: and I'll need to have my email open to receive that invite
BJ: not really
BJ: just try to join...if she's invited you, you can join
DianneA: then when I have responded to that I will be able to join her in the group room
DianneA: oohhh
BJ: you'll still have to join the group, even if you get the email
DianneA: OK that's new for me
BJ: so....click on ONLINE and see if you can join Leslie
BJ . o O (and what message you get)
DianneA: no I can't
DianneA: back to the PMing!
BJ: click on the group name next to the green i
BJ: and request to join
DianneA: Leslie says we have been both invited
DianneA: I'm off there now
DianneA left the room.
BJ: Heads for Reception
BJ left the room.

Room: WOW Group

BjB joined the room.
DianneA: No, that's a new acronym for me Leslie, thanks
BjB waves hi. Thanks for the invite, Leslie
DianneA: One of the settings for the room will be developing your welcome statement
LeslieF: It means working on the kind of work that we give to students.
LeslieF: Ah...so that kind of info goes in my welcome statement, doesn't it?
DianneA: yes Leslie
LeslieF: This is soooo much better than it was in the early days! I can't get over it.
DianneA nods
BjB agrees
DianneA: And you, or any of your members can build up the common resources here
DianneA: by adding to the Notes, or the Files, or the Links
DianneA: or contributing to the Discussion

LeslieF: What types of files are allowable?

DianneA: almost any type

LeslieF: storage limits?

DianneA: but there is a limit to memory

BjB: you have 3 something...KB? MB?

DianneA: and that's where having passageways to individual members offices and their files and links becomes

BjB: . o O (good thing I'm not a tech coordinator!)

LeslieF: mb I hope! Even that is pretty small but that's OK

DianneA: part of the wider resource of the group room

DianneA: open the files tab

LeslieF: Ahhh...passageways are something new to me

BjB: it also helps if you store some of the information on webpages and just link to the info that way

DianneA: Group memory 4MB

BjB: passageways is another term for links to other rooms, Leslie

BjB: thanks, Dianne

DianneA: so let's see if we can set up the link between your office and the Group Room

DianneA: then you can keep personal info the office and group info in the group room

DianneA: Click on the Passageways Link

DianneA: click on the add passageway link

DianneA: then enter the name of your room

DianneA: and find it, and then add the passage way

LeslieF: I think I did it.

DianneA: I'd put mine in for starters too

BjB: . o O (and then FEATURE IT)

BjB: yes, you did, Leslie...good

BjB: click on Welcome to update your screen

LeslieF: So, any member of a group can add a passageway?

LeslieF left the room.

LeslieF joined the room.

BjB: any member of this group can add a passageway, but we can't feature the passageway...unless Leslie changes the permissions

LeslieF: And I'll bet I do that in settings?

DianneA: aahhh that explains why I can't feature mine

BjB: yes, I think so

BjB: if you really want your teachers to take ownership in the group room, you should allow them to do all the stuff

DianneA listens to BJ

LeslieF: How do I do that?

BjB: do you see the features option, Leslie? if you don't, try EDIT ROOM?

DianneA: do you mean make them all moderators BJ?

BjB: you need to scroll all the way down where ever it is

BjB waits for Leslie to say what options she sees

LeslieF: Gotta go fix dinner now. Sorry. Later...

BjB nods...we'll do our homework, Leslie

DianneA: Ok Leslie don't forget the Help info

DianneA: So, BJ, do you mean make all the members moderators to be able to do all the things?

DianneA: like feature a passageway

BjB: let me go to a group room and look, Dianne...I don't remember

BjB left the room.

Room: Arts_Corr_Grp

BjB joined the room.

BjB left the room.

Room: WOW_Grp

BjB joined the room.

DianneA: To access the group information in the Help file

BjB: did you get my pm, Dianne?

BjB: you go to SETTINGS in the group room

BjB: then member management

BjB: scroll all the way down

BjB: and you'll have check boxes to give permissions

DianneA grins

BjB: to Add, Edit, Delete, Feature

DianneA: Dianne nods

DianneA: It is so easy to forget the things you do only once or twice

BjB agrees!

DianneA: While we still have Leslie 'online' but absent, I thought I would add some more tips text

DianneA: then I'll have to wrap soon too

BjB Nods.

DianneA: Leslie, to access the Help info on Groups, click on the Help tab and the Groups link in the Tools area

DianneA: that will give you more info about setting up the room and inviting others, and some of the other things we have covered today, and some of the things we haven't covered yet

DianneA: and enjoy your group facilitation ...

DianneA: and I'll be back to find out how I should be doing it too!

BjB: you are also welcome to ask helpdesk if you have any other questions

DianneA waves goodbye to BjB and Leslie - au revoir

BjB hugs...take care.

BjB: thanks for the tour

DianneA: and you too

BjB heads for the ASO

DianneA left the room (signed off).