

Title of Session: Pre-Festival Tips and Tricks

Moderator: BJ Berquist

Title of File: PreFestTandTBJB

Date: July 14, 2007

Room: ASO

BJB: This is a Pre-Festival Tips and Tricks...a bit different in that you will receive credit for participating in one Festival event for this tour

BJB: two more festival events and you receive a certificate of participation

BJB: The Festival is on July 25

BJB: Welcome, everyone, to this, the second Pre-Festival Tips and Tricks tour of the main features of tapped in

BJB: I'm not sure that you are all aware of the Tapped In Festival....

BJB: so I'll give you a brief idea of what takes place

BJB: Tapped In Festival is an annual event that takes place here online in Tapped In

BJB: the event runs from 8am to 8pm PDT and has a yearly theme

BJB: the theme this year is Playing to Learn

BJB: all the events are in some way tied to making learning more fun for both teachers and students

BJB: so, I'm going to be giving you information and tips about how to make the most out of your festival participation because it gets pretty hectic!

BJB: A bonus for participating in this session of Tips and Tricks is that anyone who participates in three festival events can receive a Certificate of Participation

BJB: you will receive one credit for one event by taking this tour

BJB: the first tip is to go to the Actions menu in the top right of this chat and click on larger text

BJB: that will allow you to read the chat more easily and still see the web window above this chat

BJB: The next step is to have introductions...please tell me where you are located and what you teach or hope to teach and what brings you to this tips and tricks

BJB: I teach remedial communication in Pennsylvania

CarolGi: I teach 8th math in Virginia and I am taking this session for my summer Tech class

LydiaK: I teach math and science in Louisiana.

BJB: thanks, Carol and Lydia

CarrieL: I teach Geometry, AP Calculus and C++ in Virginia and I'm here for the same tech class as Carol

BJB: thanks, Carrie

BJB: you'll find that most calendar events in Tapped In start with introductions. During the festival this will largely depend on the discussion leader and how they want to lead their event...

BJB: and on the number of people who are participating in an event.

BJB: we've had festivals with 50 people in a room...obviously we would use up the whole hour doing intros!

BJB: In case an event doesn't do intros I'm going to show you how to ID the people who are in the room with you...

BJB: and show you how to edit your own ID page as an introduction

BJB: because each Tapped In member is a valued contributor to the community, your ID is important.

BJB: to view an edited ID page click one time 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

BJB: please tell me what you see above this chat window

CarolGi: Your beautiful picture

BJB blushes. Thanks!

CarolGi: member info

CarrieL: workplace and other info

BjB smiles and nods. Lydia, do you see that?

LydiaK: Description also

LydiaK: yes

BjB hands out gold stars to Carol, Carrie and Lydia!

BjB : now click one time on YOUR name under the here tab and then click on the green i to see what I see when I ID you

CarrieL: I don't have much written for me

LydiaK: me either

CarolGi: I went and looked at Carrie's

BjB : none of you do....who knew that page was even there?

CarrieL: not me

CarolGi: ditto

LydiaK: me either

CarolGi: I like my picture ?

BjB : well, it shows your gender ;-)

SusanLC joined the room.

BjB : good job, Susan.

SusanLC: Follow the leader? literally?

BjB : Susan, can you please give us a quick intro...where you are/what you teach?

BjB : We're just learning about our ID pages

SusanLC teaches Eng 2 and 3 in Philadelphia.

SusanLC: You mean our offices?

BJB : To view an edited ID page click one time on BJB under the HERE tab, Susan, and then click on the green i

BJB . o O (bottom of the frame)

SusanLC: OH!

BJB : Oh, Susan is an over achiever!

SusanLC: How do I detach?

BJB : Carol and Carrie and Lydia, ID Susan, please

SusanLC: Never mind, I found it!

BJB : Susan, I recommended that people go to Actions and just click on larger text

BJB : but if you're comfortable with overlapping your windows, that's fine

CarrieL: Nice picture

SusanLC: Got it

BJB : Everyone ready to learn how to edit their ID page?

CarrieL: yep

LydiaK: yes

CarolGi: sure

BJB : please click on the ME tab at the top of your screen

BJB : and then click on SETTINGS in the yellow bar on the right

SusanLC: Which screen? Or have I done it?

BJB : Susan, the ME/Settings tabs are on the web window which is probably behind your chat window

BJB . o O (which is why I didn't suggest you detach)

BJB : scroll down on the right of the ME/Settings page to the green Edit Description and click on that

BjB : and enter a sentence or two about your hobbies or something you like to do

BjB : and then press the update description button at the bottom

BjB : whoa! Good job, Carol!

BjB : nice, Carrie. I like the outdoors too, and I like to look at gardens ;-)

CarolGi: Thanks

BjB : Lydia, you also did a good job. Math and science must keep you pretty busy!

LydiaK: yes, it is a one to one initiative

BjB : see how editing your ID page makes you more real and not just a blip in cyberspace? It helps to establish your identity (which is what ID stands for)

SusanLC: ok

BjB : the green i indicates that you can ID a person or group

BjB . o O (Susan is going to stay a mystery woman with her enigmatic photo ;-)
)

BjB . o O (a geisha, perhaps?)

BjB winks at Susan

BjB : everyone still with me?

LydiaK: yes

CarrieL: yep

BjB : remember that I can't see your screens and will count on your feedback to let me know if you understand or have a question

BjB : ready to look at the next point on this Pre-festival tips and tricks?

SusanLC: Ok, how do I exit settings without exiting TI?

BjB : I'm going to show you that right now, Susan

LydiaK: yes, I'm ready

SusanLC: Ready!

BjB : please click on Room View at the top of your screen

CarolGi: ok

SusanLC: ok

BjB : this will bring you back to the Welcome screen you saw when you entered the room

BjB : wb, Joannie

BjB glues Joanie's shoes to the cyberfloor

SusanLC: What?

SusanLC: Why?

BjB : learning to manipulate the screens will be important during the festival

BjB : Joanie is having connection problems, Susan

JoanieP: yes

SusanLC: Oh. Sorry. . . . But could you truly trap us here?

BjB : heck no!

BjB . o O (I can throw you out though ;-)

SusanLC says Whew

BjB chuckles

SusanLC: th/ I'm scared

BjB . o O (/ first, Sue)

SusanLC: can't remember from one day to the next!

BjB only throws out anyone who doesn't follow the Code of Behavior

CarrieL: I didn't know there was a code...

BjB : OK...everyone see the welcome screen again?

SusanLC: yes

LydiaK: yes

CarolGi: yes

CarrieL: yes

BjB: I'll show you the code, Carrie...it's mostly just appropriate behavior

SusanLC says yes, mam

BjB: scroll down on the welcome screen and read the note 10 Steps to having a successful chat in Tapped In

CarolGi: yeah, you should have Carrie read and sign it.....

CarrieL: Carol is the one who always misbehaves...

BjB rolls her eyes...uh oh, Carrie, some friend!

SusanLC: Got it--It's on the right.

BjB: correct, Susan. Please take a moment to read that

CarolGi: I just read the private chat #3 - I guess that is what Carrie and I should be doing with our joking

SusanLC: It says to detach! LOL

BjB: you don't have to do everything on it right now...just know that it's there

BjB: right, Susan...and I'll explain that in a sec

BjB . o O (and why I didn't have you do that yet)

SusanLC: So, I guessed that there was always a discussion leader on chat! I'll be more polite and listen while someone else is speaking.

BjB: everyone skim that note?

CarrieL: yep

CarolGi: yes

LydiaK: yes

SusanLC: Yes

BjB: thanks! That note was written after our first festival when things got a little chaotic!

BjB: the upcoming one is our 8th...so we're learning

SusanLC: I don't understand pasteboard.

BjB: the pasteboard is a static window that lets you scroll back in the text while the main chat continues...

BjB: during a discussion with a lot of people, the chat goes really fast

BjB: . o O (that's when you want to detach)

BjB: and even if your chat is detached someone may say something you want to reread

BjB: but, when you scroll back

BjB: the chat keeps jumping forward

BjB: to solve that go to the Actions menu in the top right of the chat and click on send to pasteboard

BjB: the pasteboard contains all the text chat from when you entered the room

BjB: you can copy text from the pasteboard

SusanLC: Oh! that's easier than I thought! :smiles

BjB: which you can't do from the chat window

BjB: it's great if you want to save some information right away and not have to scroll through pages of your transcript to find that information again

BjB: ready now for a demo on hyperlinks?

LydiaK: yes

CarolGi: sure

SusanLC: It sort of marks the spot you're interested in!

SusanLC: Yes.

BjB: I'm going to show you two links. The first is the festival webpage

BjB : be sure to hold down the ctrl key on your keyboard when you click on the url

BjB : <http://tappedin.org/tappedin/web/festival/index.jsp>

CarrieL left the room (signed off).

CarrieL joined the room.

LydiaK left the room (signed off).

LydiaK joined the room.

SusanLC: I see, it comes up w/o taking over.

BjB : oops...Carrie, hold down the ctrl key...you too, Lydia, or else disable pop ups

CarolGi: it is not doing anything for me

BjB : <http://tappedin.org/tappedin/web/festival/index.jsp>

CarrieL: I got kicked out... I need to do something with my popups

BjB : that url should open in a new page

LydiaK left the room (signed off).

LydiaK joined the room.

CarrieL left the room (signed off).

CarrieL joined the room.

BjB : you can also go to the pasteboard and copy the url and paste it into a new browser window

SusanLC . o O (people are popping in and out)

BjB . o O (good thing we're testing!)

BjB : <http://tappedin.org/tappedin/web/festival/index.jsp>

CarrieL: that's better.... is there anyway to get any of the text that I lost when I got kicked out?

LydiaK: it still doesn't work.

BjB : all that text will be in your transcript when you actually log out, Carrie

SusanLC . o O (so many doors make the action farce-like)

CarolGi left the room (signed off).

CarolGi joined the room.

SusanLC smiles

BjB : Lydia, make sure you don't have a minimized window somewhere

CarolGi: can you post the link again

BjB : <http://tappedin.org/tappedin/web/festival/index.jsp>

LydiaK: I got it

CarolGi: thanks

SusanLC applauds

BjB : once you figure out what your computer does, it's not so bad

CarolGi: my browser had a pop-up blocker that was turned on

BjB : I'm going to give you the wiki webpage url now

BjB : <http://snipurl.com/TIFestivalWiki>

SusanLC: Be great to remember this all from one practice.

BjB : this is the first year that we've had a wiki and a podcast contest

BjB : Susan, that's one advantage to the transcripts, but it also helps to practice

SusanLC: Do we sign in for the festival in Chat or in the WIKI you just posted?

BjB : you log in to Tapped In as usual. The wiki just has some festival information for you

SusanLC: Oh, pulling up a new control/link erases the last one. Have to save the link to pasteboard?

BjB : all the festival events will be held here in the different Tapped In rooms

BjB : the urls will be in your transcripts

SusanLC: right, forgot

BjB : they also can be found if you go to www.tappedin.org

BjB . o O (the Tapped In homepage)

BjB : Questions so far?

BjB checks her to-do list for pre-festival tours

SusanLC: all clear, except for the popping in and out

CarrieL: I'm good

BjB nods...that's what these tours are for...works out the bugs

LydiaK: good here

CarolGi: ok

BjB : next on my list is finding where events will take place...so let's show you how to use the Tapped In calendar for that

BjB . o O (there are other ways, but this is the best)

BjB : please click on the Tapped In tab at the top of your screen

BjB : and then click on calendar in the blue menu bar

BjB : go to July 25

SusanLC: ok

CarolGi: lots scheduled that day

BjB : Please click on Keynote: Embedding Digital Storytelling

BjB : when you click on an event on the calendar

BjB : you see a brief description of the event, who is leading the discussion...

BjB : and the event room in which the discussion will take place

BjB : where will this event take place?

BjB . o O (hint: look for the door icon)

CarrieL: art of storytelling group room

SusanLC: Not here?

SusanLC: Oh.

CarolGi: that is where you click to join the different events -the door

BjB hands Carrie a gold star

CarrieL: yay!

BjB : good, Carol. That is correct.

SusanLC: LOL

SusanLC: I learned LOL 2 days ago.

BjB : here's a chance for you all to earn a gold star...click on that door icon to the Storytelling group room and wait for me to join you

CarolGi left the room.

SusanLC left the room.

CarrieL left the room.

LydiaK left the room.

BjB left the room.

Room: Artstory_Grp

BjB joined the room.

SusanLC: My transcript is gone!

BjB huffs and puffs...youth!

SusanLC laughs

BjB : nah...it's just not in the buffer, Susan

BjB : it is still in your transcript that will be sent

SusanLC: Buffer is a new term, but I get it.

BjB hands out gold stars to the brilliant navigators

SusanLC: YAY!

CarolGi: I think I have 3 now =)

SusanLC feels jealous

BjB : we are now in the group room for The Art of Storytelling. In addition to the keynote speaker meeting here, there is a monthly discussion on storytelling

BjB : so if you want to get reminders about that, I'm going to show you how to join the group

SusanLC: Is "the gold star" just an idea, or can we give them to our students and let them see them?

BjB hands Susan a gold star because she already joined the group ;-)

SusanLC: LOL

SusanLC: How do you know? Do you have an admin screen?

BjB : joining a group is fairly generic...this is how you can join any of the groups that are open to all

BjB : I own the group and got a notice that you had joined ;-)

BjB : also, when I ID you it shows me what groups you've joined

SusanLC: I see.

BjB : everyone see the welcome note above this chat?

SusanLC: yes.

CarolGi: yes

BjB : scroll down to This is the group room for The Art of Storytelling

BJB : there is a green i next to the group name

BJB . o O (remember that green i is how you ID a person or GROUP)

BJB : click on the green i to view the group ID page

BJB : Susan, you will have the option to leave this group, but Carol, Carrie and Lydia will have the option to join this group

SusanLC: scores of members!

LydiaK: I already joined

BJB . o O (I'll show you some math and science stuff too in a few minutes)

BJB cheers for Lydia and hands her another gold star

LydiaK: Weee

CarrieL: I think I joined

SusanLC growls BJB, what does the icon we chose do?

CarolGi: I joined

BJB : the icon shows up when you look at the group members I think

BJB cheers for Carol and Carrie and hands them gold stars also

SusanLC: nope

CarolGi: about 3 lines down - in green - it said? Join group?

BJB : hmmm...I know that icon is used somewhere...I'll find it and let you know

BJB nods to Carol

BJB : ok...let's show you some other groups that might be more directed to your disciplines

LydiaK: cool

BJB : please click on Room View at the top

BJB : in the top left of the screen is a grey building with columns

BjB : below the drawing is a door icon out to the TI 3 lobby...see that?

SusanLC: yes

CarolGi: yes

LydiaK: yes

BjB : please click on that door

CarolGi left the room.

SusanLC left the room.

LydiaK left the room.

CarrieL left the room.

BjB left the room.

Room: TI_3_Lby

BjB joined the room.

BjB : we are now in the Groups Lobby...

BjB : this is where most of the 800+ Special Interest groups are located

BjB : a word about Special Interest Groups...

BjB : normally only a tapped in member can join a group and only a group member can enter a group room

BjB : group rooms serve primarily as resource rooms. You will rarely find people in them unless a discussion has been planned

BjB : the groups can communicate between real time chats by using the threaded discussion boards...

BjB : which work like an email group and send an email to all the members of the group

BjB : some groups like to hold their calendar events in their group rooms so they have access to the resources available...

SusanLC: But the discussions here are dated years ago!

BjB : when that happens, the groups open their rooms to all visitors...so anyone can enter the room

SusanLC: DO all members get new posts or just the poster?

BjB : depends on the group, Susan

BjB : all members get the new posts

BjB : some groups are just more active than others...

CarolGi left the room.

BjB : or have different periods of activity

CarolGi joined the room.

BjB : Carol just figured out that all the rooms under featured passageways are open to all visitors!

CarolGi: I clicked on something

CarolGi: yep

CarolGi: yep

BjB : this lets you visit those group rooms and look at the resources

SusanLC: Let me see if I get it. If a discussion is right now, I can enter a room I don't belong to? And the next scheduled discussion is on the welcome page?

BjB : if you decide to join the group, find the welcome note, This is the group room to xxxx, click on the green i and join the group

SusanLC: ok

BjB : you can enter a room you don't belong to, but only group members can post to the discussion board

SusanLC: Got it.

BjB : sometimes all a group needs is someone to post an intro to the group and ask a question

BjB : any questions about groups or how to join a group?

CarrieL: nope

BjB: oh...one other perk to joining a group...

SusanLC: no

LydiaK: not here

BjB: take a look at the drop down menu in the top right of your screen

BjB: there is a door icon on the left and a Go! button on the right

SusanLC: favorite places?

BjB: you'll see that the Storytelling group has been added

BjB nods to Susan

BjB . o O (doesn't always say favorite places though)

BjB: that menu lets you move to any room listed from any location in Tapped in

BjB: so, you've learned how to find out where an event will take place and how to go to that room using the calendar...

BjB: there will also be announcements made at the start of each event.

BjB: the announcements will give you a shortcut on how to join

BjB: let's pretend that Jeff Cooper is leading the next event

BjB: and you see an announcement to that effect (Jeff Cooper is leading a discussion in the Online Support Room. To participate type /join **JeffC**)

SusanLC left the room.

BjB: when you see that announcement type /join **JeffC** Try that now

LydiaK left the room.

BjB: make sure you type the / first

CarolGi: where am I typing this?

BjB: trouble Carrie and Carol?

BjB : in the chat window, Carol

CarrieL: I don't see it

BjB . o O (/join **JeffC**)

CarolGi left the room.

CarrieL left the room.

BjB left the room.

Room: Online_Support

BjB joined the room.

JeffC: ah... here she is.

JeffC: Welcome to my office everybody.

BjB cheerseveryone just learned how to get to an event during the festival, Jeff!

JeffC . o O (cool!)

BjB . o O (using the /join command)

LydiaK: Thank you for having us

SusanLC: What is this room?

BjB : Jeff leads the weekly tours of the K-12 Student Campus

JeffC: feel free to add it as a "favorite place" (link in the top frame) and come back any time.

JeffC: This is my virtual Tapped In office, Susan.

BjB : Jeff, do you have time to give a brief explanation of the student campus?

JeffC: ok

SusanLC: How does one "join" an office?

BjB : just click on the green add to my favorites at the top of your screen, Susan

SusanLC: I see

JeffC: The K-12 campus is the safest place on the net for teachers to bring their students. You create your own classroom and student accounts, and the system defaults to "locking" students in their room. No one can get in, and no one can get out.

BjB: Jeff is also one our valued Tapped In helpdesk volunteers :-)

JeffC: However, as a professional collaborative, we encourage teachers (and students) to work with each other. There are ways for teachers to collaborate with other K-12 classes.

LydiaK: This is awesome

JeffC: Teachers receive transcripts of the student sessions (including private chats) so there is accountability.

SusanLC: Is entering your office entering the k-12 campus?

JeffC: no

JeffC: We're in the main TI Campus now.

JeffC: however, there are instructions in the top frame on how to create your own K-12 classroom, which you are free to copy/paste into Word or an email to yourself.

JeffC: There are also public meeting rooms in the K-12 campus if the teacher decides to let the students have access.

SusanLC: thanks!

JeffC: I moderate over 100 groups and K-12 classes here, so you don't have to think you need to do it all by yourself.

JeffC: There are also over 400 K-12 classrooms here, so it's likely you could hook up with one or more teachers to have students work together. My experience is that students really love doing that.

JeffC: During my tour on Saturday morning I show my daughter's class from last year (I've opened it to visitors)... to give people an idea of the possibilities.

JeffC: quick enough overview for you Bj?

BjB smiles and nods...thanks, Jeff!

BjB: we just have about 10 minutes left ...

BjB : everyone please find your pull down favorite places menu and go to TI Reception

CarrieL left the room.

CarolGi left the room.

JeffC : or click the Building in the upper left... that takes you there too.

LydiaK left the room.

SusanLC left the room.

JeffC : off you go!

JeffC left the room.

BjB left the room.

Room: TI_Reception

BJB joined the room

CarrieL joined the room.

CarolGi joined the room.

LydiaK joined the room.

SusanLC joined the room.

BJB : excellent!

SusanLC : Yes, thanks

BJB : now, use the featured passageways to go back to the After School Online room

JeffC joined the room.

CarolGi left the room.

CarrieL left the room.

SusanLC : Thanks for your help, Jeff

JeffC: yw

BJB: Do you see the featured passageways, Susan?

JeffC: back to ASO I think for all of you.

BJB . o O (second one is the ASO)

JeffC . o O (ASO= After School Online)

SusanLC left the room.

LydiaK left the room.

JeffC left the room.

Room: ASO

BjB joined the room.

SusanLC joined the room.

LydiaK joined the room.

BjB: I'm going to show you now how to access the sign in form for the festival

BjB: as I stated at the beginning of this tour, if you sign in for three festival events...

BjB: you will earn a certificate of participation

SusanLC: How will that help?

BjB: codes will be given at the end of each festival event that you will use to fill out the forms

BjB: some schools will accept the certs as prof development, Sue...

SusanLC: Oh

BjB: and some instructors require their students to get the certificate

BjB: you will all get one credit because you attended this pre-festival tips and tricks

BjB: scroll down on the screen above this chat to featured items

BjB : and then click on the Sign-In Form for Certificate of Participation

BjB : the code for this pre-festival tour is (code no longer accessible)

BjB : oh, I do see one thing I forgot to mention...and it's especially important for science and math...

BjB : there is a Squeak and Scratch session...

BjB : if you are planning on participating in that, go to Randy's office and download the software BEFORE the festival

BjB : I believe there is a link to that on the calendar

BjB : Any questions? Do you feel more comfortable in Tapped in?

LydiaK : I feel better about it now.

CarrieL : it was great... I never knew all of this existed

BjB hopes everyone will participate in the festival...should be amazing

CarolGi : Thank you

LydiaK : Thank you BJ

JeffC : and remember... we're here to help... just count the number of websites that have real time help available.

BjB agrees with Jeff

LydiaK : Thank you Jeff

BjB : Thanks everyone for taking the time to join the tour

SusanLC : Bj, how do we save the partic form?

BjB : each room will have a link that you can access at the end of the event, Sue

SusanLC : And the form will remember me? [Ed. Note: a separate form is submitted for each event attended]

JeffC : the internet never forgets

SusanLC : LOL

BjB : you'll have to fill it out again with your email and name

BjB . o O (use the name you want on the certificate)

SusanLC: oh, ok. Is there travel time between events?

BjB : you'll have time

CarrieL: thanks for all of your help bj

BjB : my pleasure, Carrie

CarolGi: Thank you for the nice tutorial. Have a great evening others!

BjB waves bye to Carol.

LydiaK: Good night everyone

SusanLC: how do I leave?

BjB waves goodnight to Lydia

BjB : Susan, to log out click on the orange logout button in the top right

BjB : or go to your office

SusanLC: I'm trapped, glued to the floor!

BjB grins and hands Sue some glue remover

SusanLC: ok, bye and thanks . . .

JeffC: looks like another successful tour

BjB : yeah. That was my first pre-festival tour

BjB : I used the pre-festival tour note that is in the festival room to make sure I covered everything

BjB . o O (in at least some form)