

**Title of Session:** Pre-Festival Tips and Tricks

**Moderator:** Dianne Allen

**Title of File:** PreFestTandTDLA

**Date:** July 15, 2007

Room: ASO

**DianneA:** by way of explanation .. this tour session is a tour, rather than an online conference

**DianneA:** there will be lots of instructions, lots of learning by doing

**DianneA:** and opportunities for lots of questions

**DianneA:** Welcome to Tapped In, Michele

**MicheleLe:** Thanks..

**DianneA:** and welcome to today's Tips and Tricks Virtual tour of Tapped In

**DianneA:** today's session will vary a little from the usual

**DianneA:** in order to prepare you for participating in Tapped In's Festival to be held on July 25

**DianneA:** we might start, however, with the usual ... some introductions

**DianneA:** where are you from, and what is your teaching interest area?

**MicheleLe:** I'm from Fullerton, and Social Studies in junior high

**BJB2** waves. I teach communication in Pennsylvania and am on Tapped in helpdesk.

**DianneA:** I am from Wollongong NSW Australia, and my interest area is professional development

**RobertCL:** I teach in Oakland and I am becoming the tech teacher at my k-8 public school

**DianneA:** thanks Michele and Robert, and BJ

**DianneA:** now for our first tip ...

**RobertCL:** my interest is to explore what is current with technology

**DianneA:** see the ACTIONS menu in the top right hand corner of this chat space, click on that and click on larger text

**MicheleLe:** ok

**DianneA:** and the second tip ... click on ACTIONS again and this time click on DETACH

**RobertCL:** done

**DianneA:** what is happening?

**RobertCL:** did it

**MicheleLe:** ic..

**RobertCL:** it's more usable

**MicheleLe:** quick question..

**DianneA:** yes Michele

**MicheleLe:** what r we exactly doing?

**MicheleLe:** I'm lost

**DianneA:** ohhh good question!

**MicheleLe:** I just signed in yesterday cuz of a class

**DianneA:** I have missed my proper introduction ...

**DianneA:** the Tips and Tricks session is intended to take you through some basic understanding of how the site is set up

**DianneA:** and how you can get around in it

**DianneA:** and how you can engage with it to make the most of your experience

**DianneA:** to help you be more comfortable and effective here

**MicheleLe:** ic.. are u on all the time? when r your availabilities?

**DianneA:** this session will go for about an hour and a half

**DianneA:** and will include some instructions that deal with participating in our Festival later in the month

**RobertCL:** I found you on the calendar, did Michele stumble on us?

**MicheleLe:** I'll be away from the computer till 5.

**DianneA:** Helpdesk folk are available from 8am-8pmPDT Mon-Friday and at other odd times

**MicheleLe:** sorry for stepping out suddenly

**DianneA:** you usually find Helpdesk people in Reception

**MicheleLe:** ok.. thanks for being so helpful

**DianneA:** If you can leave you computer on Michele you may well be able to stay with the session

**DianneA:** at the end of any session Tapped In sends you a transcript of the session interactions whenever you were there

**MicheleLe:** cool. ok.. so just leave the computer on?

**RobertCL:** good to know

**MicheleLe:** and a transcript comes to where?

**DianneA:** let us know when you are about to leave by typing brb (be right back) or afk (away from keyboard) and letting us know when you come back

**BJB2** . o O ( if we move to another room you'll lose us, Michele )

**DianneA:** if we are not here in ASO when you come back type /join DianneA to find us

**DianneA:** the transcript comes to your email address

**MicheleLe:** got it. thanks

**DianneA:** after you log off

**JoanieP** joined the room.

**DianneA:** Hello Joanie

**JoanieP:** Hello

**DianneA:** Welcome to Tapped In

**DianneA:** and welcome to today's Tips and Tricks Virtual tour of Tapped In

**DianneA:** today's session will vary a little from the usual

**DianneA:** in order to prepare you for participating in Tapped In's Festival to be held on July 25

**DianneA:** we are just starting up Joanie

**DianneA:** so I'll take you through our first few steps ..

**DianneA:** see the ACTIONS menu in the top right hand corner of this chat space, click on that and click on larger text

**DianneA:** and the second tip ... click on ACTIONS again and this time click on DETACH

**DianneA:** you should have a larger chat screen space with easier to read text

**DianneA:** there is also another Tapped In window open, underneath the chat text

**DianneA:** that is out main room view window

**DianneA:** now everyone, for this tour we will need to access both these windows

**DianneA:** so one way of making that easier is to resize both windows so that they are open and besides one another

**DianneA:** can you do the appropriate adjustments for that now

**DianneA** moves cursor to edge of chat space and reduces sideways size to half screen

**DianneA** moves chat screen to the right hand side of her screen

**DianneA** take cursor to main room window and selects the smaller size

**DianneA** moves window to the left hand side of the screen and sizes it to fit the half screen space

**DianneA:** How are you all going?

**JoanieP:** ok

**RobertCL:** I'm where you are

**DianneA:** Michele?

**DianneA:** OK, then concentrating the chat space first ...

**DianneA:** see the HERE tab to the left of the chat text?

**JoanieP:** Ok when you say smaller size, is it by decreasing the window, or are you changing the size?

**JoanieP:** ok sorry I got it

**DianneA:** see the ONLINE tab to the left of the chat text .. click on that and tell me what happens

**RobertCL:** don't see here tab

**JoanieP:** brb

**RobertCL:** oops got it

**RobertCL:** exploring here and online tabs

**DianneA:** what do you notice about the differences Robert?

**RobertCL:** I think I know what those show...

**RobertCL:** people who are here and people you can find in other rooms who are online

**DianneA:** correct

**DianneA:** now under the HERE tab, take you cursor and highlight my name and click on the green I icon at the very base of the HERE/ONLINE window

**DianneA:** and tell me what happens

**RobertCL:** cool, I don't have mine done yet...

**DianneA:** OK let's find out how you add to yours Robert

**RobertCL:** ok

**DianneA:** In the main window, click on the ME tab at the very top of the window, about the middle

**DianneA:** then click on the Me:settings link

**RobertCL:** ok

**DianneA:** scroll down there

**RobertCL:** clicked me settings

**DianneA:** until you come to EDIT DESCRIPTION, click on that

**RobertCL:** done

**DianneA:** Here's where you add in your pikkie

**JoanieP:** what is as pikkie?

**DianneA:** you'll have to come back later and do that unless you are really proficient at multitasking

**DianneA:** photograph Joanie, sorry for my Australianisms

**JoanieP:** ok,

**RobertCL:** just found a pikkie in my file

**JoanieP:** I am getting ready to add that

**DianneA:** the photograph has to be a certain small size of pixels

**DianneA:** and you need to prepare that before trying to load it up

**DianneA:** but let's see what we can add to right now

**DianneA:** scroll down some more

**RobertCL:** it's small...I just added it, I'll do the rest later...so can you see me now?

**RobertCL:** oops too big

**RobertCL:** scrolling down

**DianneA:** until you get to the Description box, type in a sentence of your hobby and then update your description and tell me when you are ready for the next step

**RobertCL:** ok

**DianneA:** Joanie collects records .. I see

**DianneA:** and likes cooking

**RobertCL:** done

**DianneA:** OK Robert is into slow cooking ...

**DianneA:** we will have to put a gourmet session on soon Bj

**JoanieP:** Yes

**RobertCL:** yes

**DianneA:** right, so that is where, and how you update your profile

**BJB2** smiles and nods

**JoanieP:** I love old records

**DianneA:** it is particularly important to keep you email address up to date here, that is one thing TI cannot do automatically for you

**RobertCL:** good to know

**DianneA:** and you can check the profile of any other member here, or online by using this highlight and green I icon combination

**JoanieP:** where can I update my e-mail?

**RobertCL:** Joanie...I love old records too

**JoanieP:** ok, never mind I saw it

**DianneA:** Joanie at the beginning of the Me:settings is the EDIT PROFILE section

**DianneA:** that is where you change your email if you need to

**DianneA:** any other questions before we move on in the tour?

**JoanieP:** Nope I am doing good

**RobertCL:** no

**DianneA** grins to Joanie, good

**DianneA:** our next tip involves some exploring of the Tapped In site

**DianneA:** a caution before we go much further

**DianneA:** only click when I ask you to

**RobertCL:** ok

**JoanieP:** ok

**DianneA:** if you find yourself lost at any stage, type /join DianneA to reconnect with me

**DianneA:** the two things are required, the slash with the join as the command and the person's name you wish to join

**RobertCL:** type / join in the chat line?

**DianneA:** now in your main window click on the Tapped In tab to the right of your ME tab

**DianneA:** what happens, now?

**JoanieP:** I got what seems to be a campus of some sort

**RobertCL:** there's the beautiful campus

**DianneA:** yes Robert but keep the slash together with the join, as in /join

**DianneA:** OK we have the Tapped In campus map

**DianneA:** as you scroll down you see a number of buildings

**DianneA:** representing some other users of Tapped in and its platform

**DianneA:** Pepperdine, for instance runs some distance ed classes using Tapped In

**DianneA:** TLINC is a network of teachers ...

**DianneA:** etc

**DianneA:** there was also an active link to the K-12 campus ... don't click that yet

**RobertCL:** where do I join the Pepperdine classes?

**DianneA:** you need to be a student of Pepperdine Robert

**RobertCL:** oh

**DianneA:** and then the professors that use TI this way will tell you what is on when and where

**RobertCL:** ok

**DianneA:** the K-12 campus is a secure campus where you can bring students to use Tapped In for collaborative exercises, etc

**RobertCL:** wow

**DianneA:** is the K-12 campus of particular interest to either of you

**JoanieP:** is this for students under the age of 19?

**RobertCL:** I'm a tech teacher that sounds exciting

**DianneA** grins to Robert, it is exciting

**DianneA:** OK click on the active link to the K-12 campus

**RobertCL:** yes

**RobertCL:** got the activity center

**JoanieP:** same here

**DianneA:** and now, hang on to your hats, and click the Student Activity Center building

**JoanieP** left the room.

**DianneA** left the room.

Room: SAC\_Reception

**DianneA:** and the HERE tab

**RobertCL:** did

**DianneA:** do you see what I mean about a secure site?

**RobertCL:** Joanie asked a good question...this is for students under 19?

**DianneA:** yes

**DianneA:** and they need to be joined by teachers

**DianneA:** in class groups

**DianneA:** they cannot just join the way we did

**RobertCL:** is that how it is secure?

**DianneA:** yes

**BJB2 . o O** ( the teacher creates the student group and assigns usernames and passwords to the students )

**JoanieP:** cool

**JoanieP:** I like this

**DianneA:** and when here we have no access to the main site and when we are at the main site we cannot see who is **HERE**

**BJB2:** the students then land in the group room when they log in

**DianneA:** in this site we only have access to the public rooms

**RobertCL:** wow

**DianneA:** or other rooms where permission to enter has been arranged and granted

**DianneA:** some of the public rooms have been set up with some class activity type resources ...

**DianneA:** let's explore one of these

**RobertCL:** yes

**DianneA:** scroll down and click on the open door to the NASA Resources room

**DianneA** left the room.

**RobertCL** left the room.

**JoanieP** left the room.

Room: NASA\_Grp

**DianneA:** OK, check out the links to other web pages that have been featured on the Welcome page ...

**RobertCL:** cool

**DianneA:** clicking on the active links opens other windows with the appropriate web page

**RobertCL:** I see

**DianneA:** all the links recommended by SharonWB are there under LINKS in the main left hand window of this room

**DianneA:** in tidy folders!

**DianneA:** check out weather resources

**RobertCL:** they call links passageways

**DianneA:** these links to other webpages are hyperlinks Robert

**DianneA:** the passageways in Tapped in allow you to move from room to room in the site

**RobertCL:** I see

**DianneA:** Ok, any questions before we move to the next tip?

**JoanieP:** nope

**RobertCL:** nope just found the folders

**DianneA** nods to Robert

**DianneA:** come back later and explore more

**RobertCL:** plan to

**DianneA:** for now see the link to the SAC2 lobby underneath the columns icon?

**DianneA:** click on that

**JoanieP:** ok I am lost

**DianneA:** right Joanie

**JoanieP:** sorry I got side track

**JoanieP:** do I go back to tapped in?

**JoanieP** left the room.

**DianneA** left the room.

Room: SAC2\_Lby

**DianneA:** Hurray

**JoanieP:** ok sorry,

**DianneA** wipes her brow

**RobertCL:** gangs all here (song)

**DianneA:** now click on the Tapped In tab

**DianneA:** and click on the link to the main Tapped in Campus

**RobertCL:** ok

**DianneA:** and click on the Tapped IN Center building

**JoanieP** left the room.

**DianneA** left the room.

**RobertCL** left the room.

Room: TI\_Reception

**DianneA:** Hurray here we are back in the main campus in the reception

**DianneA:** let's see if we can join Michele now

**RobertCL:** is there lemonade for all this walking

**DianneA** clicks on ONLINE tab

**DianneA** highlights Michele's name

**RobertCL**: did it too

**DianneA** clicks on the open door underneath the names

**DianneA** left the room.

**JoanieP** left the room.

**RobertCL** left the room.

Room: ASO

**DianneA**: Ok folks any questions?

**RobertCL**: no pretty cool, I'm going to use it

**JoanieP**: Nope, but I know where to find people if I have any

**JoanieP** smiles

**DianneA**: great!

**DianneA**: next tip .. how to find and use the calendar

**RobertCL**: ok

**DianneA**: click on the Tapped in tab at the top of your screen and this time also click on the Calendar sub tab

**DianneA**: scroll down until you get to 25 July and the Festival events

**RobertCL**: did it

**DianneA**: Festival is our annual show case of events

**RobertCL**: looks good

**DianneA**: we plan a whole day of activities and presenters as an educational conference online

**RobertCL**: wow

**DianneA**: we issue certificates for attendance at three or more sessions

**JoanieP:** looks interesting

**DianneA:** and you may be able to convince your school to recognise this as professional development credits

**RobertCL:** good for going across the salary scale?

**DianneA:** once you have found the calendar, clicking on an event active link opens another page for more details

**DianneA:** so let's have a look at the Cultural Diversity in Games session

**RobertCL:** saw that

**RobertCL:** ok

**DianneA:** who is the presenter?

**DianneA:** how do you find out more about the presenter?

**RobertCL:** click on his name and green i?

**DianneA:** gold star for Robert!

**DianneA:** where is the session held, and how would you get there?

**JoanieP:** I take Leader is the presenter?

**DianneA:** yes Joanie

**RobertCL:** the group games room, refresh the memory..how to get there?

**RobertCL:** take your time Joanie

**JoanieP** smiles

**DianneA:** prompt, how do you get anywhere in TI?

**RobertCL:** the main campus view?

**DianneA:** how about open doors?

**DianneA:** the calendar tells you what is on, when, and who is leading, and provides the open door to get there

**RobertCL:** I see

**DianneA:** I have probably confused you a bit by using campus map for our earlier moves

**DianneA:** there are a number of ways of moving in tapped in

**RobertCL:** no I get it I wanted to see both

**DianneA:** the campus map and clicking on Buildings is one such move

**DianneA:** the /join command is another move

**DianneA:** clicking on open doors under the featured passageways is another kind of move

**RobertCL:** I see

**JoanieP:** ok I am lost again

**DianneA:** clicking on open doors once you highlight a name in the ONLINE tab is yet another

**JoanieP:** OH never mind

**DianneA:** and using Favorite places drop down menu from your main window is another

**RobertCL:** I think you would get it if you played with it

**DianneA:** sorry Joanie I have been rabbiting on

**JoanieP:** no it's ok. I get side tracked. I am at work doing this.

**RobertCL:** there's online help too

**DianneA:** Let's work on the simple principle again for an bit ...

**DianneA:** thanks Robert, I tend to forget the HELP button

**DianneA:** Right at the moment we are in the After School online room

**JoanieP:** how do I get there again?

**DianneA:** to restore that window from the calendar view that you see

**DianneA:** scroll right up to the top of the page and click on the Room view tab there

**JoanieP:** ok

**DianneA:** In the room view we have first of all the Welcome page

**DianneA:** with the Welcome text box

**DianneA:** and the Featured Passageways box

**DianneA:** as you scroll down

**RobertCL:** yes

**DianneA:** you will find a box of Featured Items and another box of 10 steps ...

**DianneA:** Now to prepare you to participate in the Festival

**RobertCL:** ok

**DianneA:** we are going to open a window to sign of for the certificate of participation

**DianneA:** are you with me so far?

**JoanieP:** yes

**RobertCL:** yes

**DianneA:** OK click on the certificate sign on active link

**DianneA:** fill in your name

**DianneA:** fill in your email address

**RobertCL:** I'm lost

**DianneA:** have you got the certificate form window open Robert?

**DianneA:** let me repeat the steps

**DianneA:** Now to prepare you to participate in the Festival

**DianneA:** we are going to open a window to sign in for the certificate of participation

**DianneA:** OK click on the certificate sign on active link in the Featured Items box

**DianneA:** another window should open with some spaces to fill in, a typical form ...

**RobertCL:** I'm missing the certificate link...where is it?

**DianneA:** are you with me now?

**RobertCL:** no

**DianneA:** OK do you have the room view window open?

**DianneA:** in your main window?

**RobertCL:** yes...I just got the Tapped In festival window

**RobertCL:** I'm there...sorry self discovery learner

**DianneA:** Sorry I want you to have the room view of the After School Online room open

**DianneA** nods to Robert

**RobertCL:** going..

**JoanieP:** ok

**RobertCL:** there

**DianneA:** now scroll down to the Featured Items

**RobertCL:** ok

**DianneA:** and click on the SIGN-In Form link

**RobertCL:** there

**DianneA:** with us Joanie?

**JoanieP:** Yes

**JoanieP** smiles

**DianneA:** OK now

**DianneA:** fill in your name

**DianneA:** fill in your email address

**JoanieP:** ok

**DianneA:** click on the Pre-Festival Tour session button

**RobertCL:** done

**JoanieP:** ok

**DianneA:** scroll down

**DianneA:** and enter (code no longer available) in the code box

**DianneA:** and now fill in any comments you would like to make in the other boxes

**RobertCL:** done

**DianneA:** when you have finished submit the form

**RobertCL:** submitted

**DianneA:** Right, so this is what will happen on Festival day

**DianneA:** at the end of each session

**RobertCL:** I'm traveling on festival day, I might be able to make the last session

**DianneA:** and when we get three of these forms from three festival sessions you get a certificate from us

**RobertCL:** the certificate is for how many hours? and will there be another day?

**DianneA:** the certificate is for three hours Robert

**DianneA:** sorry only one day of the year!

**DianneA:** however we are also trying to explore extending our certificate process

**RobertCL:** awww, we'll be returning from a week long summer camp...is the tour one of three?

**DianneA:** the tour is one of three

**JoanieP:** The certificate will only be good on the 25?

**RobertCL:** I might try to push to get home to make two

**BJB2:** The certificate will only be honored for events from the 25th and from one tips and tricks

**JoanieP:** ok

**JoanieP:** I will try to attend that day.

**BJB2** cheers for Joanie and Robert

**JoanieP** smiles

**DianneA:** I have about run out of time

**JoanieP:** ok, I am going to try to get a picture up

**DianneA:** are there any final questions?

**JoanieP:** I might need some help

**RobertCL:** thanks all for everything

**DianneA:** I can stay and help you get a picture up Joanie

**JoanieP:** do I need a special program to insert a picture?

**DianneA:** do you have a jpeg of yourself loaded on your computer?

**JoanieP:** I am not sure,

**RobertCL:** I need to photo shop mine down

**JoanieP:** let me check

**DianneA:** you will need to have that first

**JoanieP:** ok

**DianneA:** and you will need to have it cropped so that it is a 200x200 pixels size file

**DianneA:** you can do what Robert did: try and load if you are not sure about the size

**DianneA:** TI will tell you when it is too big

**RobertCL:** I did and it was just a little too big

**DianneA:** and will accept anything less than 200x200

**DianneA** smiles to Robert

**JoanieP:** yes it is big

**DianneA:** OK let's just go through the steps for the record so that you can come back later and do it ..

**JoanieP:** how can I get it to 200x200

**DianneA:** click on you ME tab

**DianneA:** and click on ME:settings

**DianneA:** scroll down to EDIT DESCRIPTION

**DianneA:** click on BROWSE

**RobertCL:** ok guys I'm leaving...kids calling.. (big California group hug)

**DianneA:** find the file you want to try and load

**BJB2** goes to walk the dog before it rains again

**DianneA:** click on file name to add to the TI site

**BJB2** hugs Dianne and waves bye to Joanie and Robert

**JoanieP:** Bye BJB

**DianneA:** scroll down and click on Update description

**JoanieP:** ok, I need to edit this picture. I will try when I go to lunch

**DianneA** nods to Joanie

**DianneA:** bye Bj

**JoanieP:** it is saved as a jpeg, but I guess I need to download a program.

**DianneA:** thanks for the company again

**JoanieP:** Thank you. This was fun