

Title of Session: Tour of the Features of the New Tapped In

Moderator: BJ Berquist, Susanne Nyrop, Dafne Gonzalez, Teresa Almeida d'Eca, Rita Zeinstejer

Title of File: 20030716tour

Date: July 16, 2003

Room: Comfy Conference Room

BjB: I'm BJ Berquist and I'll be leading you on this Tapped In Launch Festival Tour

BjB: I'm going to point out some of the features of Tapped In to help you enjoy your online experience a little more

SharonR: BjB What do I do with the upper half of screen, Will instructions come through via chat?

BjB . o O (take out some of the stress if you're new to Tapped In ;-))

BjB: Good question, Sharon. I'll explain that in a moment...

PaulRG: I like the new ti2

BjB: we usually start all the discussions with brief introductions

BjB: this helps us all get to know other community members

BjB: I'm a teacher in Pennsylvania and a helpdesk volunteer for Tapped In

LouisL: I am the Supervisor of Technology for a district (Sun Prairie - near Madison, WI)

BjB: can you each give a brief intro?

BretBi: I teach 4th grade in Vancouver.

CrystaGuest25: My name is Crystal, I am a MAT student at c

ConnieL: Some of us are in a class together. I got up at 4:30am to be here. We're in Portland, Oregon

HeribertF: Hi, here is afternoon, very hot and I am a teacher in Germany, Wiesbaden

JohnLi: I am a third grade teacher in San Jose, California; I am also a site level technology mentor.

PaulRG: Hello to all! I am an education specialist for special ed teachers in tx. I focus on assistive technologies.

AndyGuest19: I'm here from Portland, OR as part of Lynne W.'s Ed. Tech class.

BrentGuest26: Brent is my name, and MAT is my game.

AthenaM: MS Tech Coordinator in DC

LloydA: Lloyd Allen--I teach mathematics in Baltimore County (MD) and am logged in from Princess Anne, where I teach programming at the Center for Math, Science and Technology (CMST)

PaullGuest21: I am a MAT student and this is part of my ED tech class

RyanGuest4: My name is Ryan. I am a MAT student at Concordia University in Portland OR. Looking forward to learning a lot these next few hours.

SandraBar: I'm coming in from the land of Oz, its about 11:20 pm and I am currently working as an ICT teacher in Darwin NT

RandallC: Hi, I'm Randall a grad student in Portland, Or.

RobertGuest15: I'm a MAT student from Portland, OR. and here for Tapped in experience.

DianneB: I've been working in technology training in the corporate sector, and now am working on my masters in Instructional Tech at George Mason in VA.

JenniferP: I am coming in to refresh my memory of what is in here.... I teach 8th grade at an MPS middle school in Milwaukee, WI.....

KyleeGuest16: I am Kylee. I am a MAT student at Concordia University in Portland Oregon. I am here for our Ed tech class.

CarolJB: I teach online and have been a member of TappedIn for some time.

TeresaD: I'm Teresa, an EFL teacher in Lisbon, Portugal.

LynneW: Hi! I'm a professor of ed tech at Concordia University Portland.

GlenysH: Hello, I teach English, mainly to adults in France.

MarvelS: This is Crystal and i'm a MAT student at Concordia University in Portland OR

RubenGuest17: Hi Y'all, I am a MAT student here at Concordia University in Portland OR, and I am excited about the world of teaching!

DoloreGuest7: Hello, I teach computers and related technology.

JenniferP: wow Teresa- how did you find out about this?

RitaZ: HI, all!!

DegranGuest18: Hellllloooo, my name is Darin and I'm a grad student @ Concordia-Portland

BjB: yowza! I know that text is scrolling really fast, but I need you to be able to see the screen above this chat window

RoseGuest6: Hi, I'm Rose and I'm a teacher in St. Louis, MO

JhromcGuest22: Hi! I'm Joelle Hromco, from Portland, Or. I'm a MAT student in my first Ed tech program.

PaulaB: I teach math in San Francisco

LouiseP: I'm the Director of Instructional Technology in Levelland, Texas.

JenniferP Waves to everyone.....

LloydA: Oh--I did tappedin.org in '99 when I was in grad school, but took two or so years off. I like the new interface.

BjB . o O (once we do the basics then I'll show you how to make this chat window larger and easier to follow)

RitaZ: ok, People, I'm Rita Zeinstejer, from Argentina, ready to help you tour Tapped In

DafneG: Dafne in Spain, EFL, ESP teacher

PatGuest14: Hi - I'm Pat . I am learning lots about web sites

BjB: Everyone ready to start the tour?

MaryannB: HOWDY! I'm a science teacher from Texas, wanting to learn how to set this up at home.

JenniferP: yes

DoloreGuest7: Ready

SusanneN waves back from Copenhagen,. Denmark

PaulRG: ready

RoseGuest6: Yes

BjB: Let's start with the blue menu in the upper left of your screen

BjB . o O (welcome, notes, files, etc)

RitaZ: Click on the Actions drop down menu to make the text in the chat window larger.

Scroll down on the Actions menu to 'detach' the chat window to make it easier to read.

BjB: the welcome screen is what you all see when you enter a room.

JenniferP ok

RoxanFD: Hello I am new to Tapped In and I am the Public Information Officer for my district.

BjB: It's always a good idea to read all the stuff on the welcome screen in case there is information you might need

HeribertF: yes

SheilaMS: Sheila from STARBASE Louisiana, currently in a workshop in Plymouth, MA.

BjB . o O (like helpful hints)

SandraBar: Oh, detach, now that's better! Thanks!!

RitaZ: great, Sandra, have you all managed to detach?

RoseGuest6: Thanks for the larger text. It seems easier to read now.

MaryCR: Mary from Kansas but in Plymouth, MA today.

BjB: make sure you see the featured passageways note because that is how you'll move from room to room during the festival

RubenGuest17: Uh, ya, thank you

BjB . o O (don't click on any door icons yet...)

RoxanFD: I do not know what to do where do I start?

GloriaA: Have I landed in tour features of New Tapped In?

BjB: or you'll move to another room

BjB nods to Gloria

GloriaA: Thanks! How do we precede, BjB?

RitaZ: shall we introduce ourselves to the group?

NancyHe: Nancy from Michigan... somewhere between Red Keg and Buttonville! LOL (population here: 900)

BjB: Notes, Files and Links are also in every room. The owner of a room can choose to 'feature' items

BjB: if the item is featured, it appears on the welcome page

RoxanFD: Roxan from Paris, Tx about 25,000.

SusanR: Sue Roseman.. from Ottawa Ontario

BjB: each room also has a discussion board, whiteboard, and passageways link. You probably won't need to use them during the festival, but you might want to check them out later when you have time

MaryCR: Files and Links: are they on this page where I'm typing??

BjB: Mary, Files and links are on the screen above the chat window where you're typing

GloriaA: GloriaA. From Washington,DC

BjB wonders if Mary has Detached her text window

RitaZ: Mary, they are in the window above, on your left

NancyHe: Or, if you "detached" the typing screen then they're "behind" the typing window

PatGuest14: I'm from St. Louis

MaryCR: Thanks, I found them and a lot more!

BjB: thanks, Nancy

SandraBar: So it wd be a good idea to reduce the width of a detached window so you can still see the links etc on the left??

BjB: the next stop on the tour is the tabs at the top of your screen

RoxanFD: How do we join the festival?

DafneG: you are in the Festival
NancyHe: sure, Sandra... play with it until it's comfortable
JenniferP got it
RoxanFD: I have done something right - thanks
BjB: Roxan, you've joined the festival...this is the second festival event on the schedule
NancyHe smiles at Roxan... Good job
RitaZ: can you see the Passageways on your left, above this chat window?
LouisL: What do the 2 symbols to the right of "Total" in this chat box allow u 2 do?
BjB: everyone see the tabs at the top?
BjB . o O (me, tapped in, help, search)
DoloreGuest7: yes
JenniferP: chat with others
SharonR: yes
JenniferP: private talk
LloydA: The person talking is a "private chat" button--highlight someone's name first, then click that icon
RitaZ: is the YES responding to me or to BJ? ;-)
RoseGuest6: I'm responding to the tabs at the top
LloydA: The other is info--replaces the room view with information about the highlighted person. There is an oval "room view" button to go back to the room view
RitaZ: ok
BjB: the me tab is where members can get messages, view files, edit notes, and change settings
DeborahR joined the room.
SusanneN explores her personal ME tab
SandraBar left the room.
DafneG looks at her office from the ME tab
LloydA . o O (self-exploration is always a good thing)
SheilaMS: I highlight the person's name then click on the icon at the bottom of the box, next to the total number here?
BjB: The Tapped In tab is where you can view the room map, locate members, groups and rooms
DafneG: you can get the files from your office too
BjB nods to Daf
RitaZ: yes, Sheila, that is to send a private message to sb in the room, click on the little [speaker icon]
NancyHe: this will save me going back to my office all the time between rooms LOL
Thanks, BJ :)
BjB: are there any questions? I feel like we have several threads going on here
RitaZ: yes, Bj....
SandraBar: Its a bit too easy to simply go to another room, I feel like Alice following the white rabbit - sorry for diving in and out inadvertently
JenniferP: can you change info in office while chatting in another area
RyanGuest4: yes Bj. i am following you.
BrentGuest26: Yes Bj

RoseGuest6: On the 'featured passageways' I've lost the Comfy Conference Room. It is not listed on my screen.

SharonR: Bj can you transfer notes, files from one room to another?

KyleeGuest16: Yes Bj, I am following.

RitaZ: you can do a search for Places, Rose

RandallC: I'm just getting my legs under me here, looking forward to the tour

LloydH joined the room.

SheilaMS: Got the private chat idea, thanks for the lesson!

SusanR quietly leaves the room.

BjB: no, Sharon, although you can copy the notes

RobertGuest15: I'm with Randall, ready, willing and able.

RoxanFD: Can we enlarge the chat screen?

DeborahR: I have a question - are there any non-verbal symbols in the chat room?

BjB: let's look at the HERE and ONLINE tabs to the left of the chat window.

JenniferP: BJ- can you change info in private office while in another area

BjB: and yes, now is a good time to enlarge the chat window

RitaZ: yes, Roxan, click on Actions, on your right

BjB: Click on the Actions drop down menu in the upper right of your chat window and scroll all the way down to DETACH to make the chat window larger and easier to read.

RitaZ: on the arrow, then scroll down till you see detach

LloydH: Is it possible to scroll back?

SusanneN to Deborah No non verbal symbols like smileys, just plain text chat

JenniferP: just enhance the drop box for the chat

BjB: Lloyd, you can scroll back, but the text will jump whenever someone enters a line...

JenniferP smiles

BjB: to help you there, click on the actions drop down menu and click on pasteboard

SusanneN: It is better to paste the chat to your pasteboard, that will stop the scroll

BjB: that will freeze the discussion up to that point in another window so it's easier to read

DeborahR: I see but I have seen others wave me goodbye...do they write this out longhand?

DafneG . o O (I love that feature)

SusanneN: yeah! Just what I wanted to explain :-)

JenniferP: interesting.....new infor I didn't know about before

RoxanFD: Thanks BjB

BjB: since you asked about waving....

BjB: waving is an action or 'emote'...

SusanneN waves to Deborah, I just type a : before the verb

JenniferP waves

BjB . o O (virtual body language and important to know)

SusanneN emotes again

BjB: to emote type a colon and the action :waves

BjB waves hi to everyone

LouisL waves

SandraBar waves to all

DafneG gets a cup of coffee from her kitchen

DeborahR smiles
HeribertF waves
CarolJB: a:waves
BretBi waves
BjB cheers for the brilliant group!
TeresaD says 'hello' from Portugal to everyone
ConnieL waves
AndyGuest19 coughs
HeribertF laughs
RitaZ is glad to meet so many people!
SusanneN cannot wait to see Deborah showing her emotions
BrentGuest26 waves back
BretBi: Is this like a wave at a stadium?
DegranGuest18 smiles back
CarrieGuest29 waves back
CrystaGuest25 waves
RobertGuest15 waves back
JhromcGuest22 waves back
JenniferP yeah
BrentGuest26 feels the good vibes
GloriaA: GloriaA still catching on
DafneG . o O (I like that analogy)
SandraBar wave
PaullGuest21 waves
RandallC: a: smiles and waves
JenniferP jumping up and down
RyanGuest4 sticks tongue out at Ruben
MarilynM waves
JhromcGuest22 wave
DeborahR thinks what a lot of trouble she has made.
BjB chuckles...everyone feel better now that they got a little exercise?
SheilaMS LOL
GlenysH waves
TeresaD -)
SharonR: BjB what did you explain about freezing conversation on the screen I missed that.
SusanneN thanks Deborah for starting the wave
GloriaA: waves
JenniferP :o
RyanGuest4 thoughtfully contemplates his actions towards Ruben
AndyGuest19 feels much better
RyanGuest4 LOL
DafneG feels awake now
RubenGuest17 I cant stop lol
TeresaD feels the vibration of all these waves
MaryannB :)

JenniferP: So what is next BJ?

SheilaMS: How do we get a transcript of the session e-mailed?

LloydA . o O (teaches Dafne to leave her terminal for a few seconds)

KyleeGuest16 smiles

RitaZ: if you are a TI member you'll get the transcript automatically

SusanneN: Sharon, let me repeat: find the Actions menu, and scroll down until you find the Pasteboard function

DafneG considers herself taught

RitaZ: right after this session

JenniferP: Sheila- if you already are a member then it comes back directly to you later on in email

RobertGuest15: Thank you Sheila. I wanted to know that for other sessions.

BjB: now are you ready for the here and online tabs?

SusanneN thinks that Daf needs an ubiquitous computer

SharonR: Ok thanks, I thought it was about something else. Thanks dear

SheilaMS: Automatically?

BretBi: Yes, BJ I'm ready

BrentGuest26: yes BJ, I 'm ready too.

GloriaA: ready!

MaryCR: I think I've already figured out those tabs!

HeribertF: ready

BjB: maybe we should let Mary explain the tabs to us?

SheilaMS: Jennifer, It comes automatically if I'm a member?

JenniferP: after you log out completely to whatever email address you logged under to receive updates

RubenGuest17 "go mary"

MaryCR: Click and find out who is here and click and find out who's everywhere?

BjB: The HERE tab shows you who is in this room

SheilaMS: Thanks, Jennifer, I get it now.

GloriaA: Going in Actions and making the type larger helps, too

TeresaD: yeeesss!

SusanneN: exactly so, Mary

JenniferP: it should, that is the way it has always come to me after logging out showing what was talked about and the latter.....

BjB: The ONLINE tab shows you everyone that is logged in and where they are in Tapped In

JenniferP: no prob, glad to help out

RoxanFD: What does the sound do to the left of this box?

DafneG: click on the name of the person on the list and you will see his/her profile

BjB: the icons at the bottom are there to help you move or communicate

SandraBar: That wd also allow you to locate someone because their location is listed in the Online button section! Kool

RitaZ: after clicking on the person's name you should click on the green i

BjB: if you single click on a name and then click on the green i, you will see the member's id

MaryannB: Thanks.

BjB nods to Rita
JenniferP: very true
DafneG: right, Rita
JenniferP: true
DafneG: if not you open the PM
Jan_NS joined the room.
BjB: If you double click on a name or single click on a name and click on the speaker icon you will start a private message
BjB: private messages are like passing notes in class without getting caught ;-)
SusanneN double clicks Daf and starts PM (Private Message)
BretBi: hee hee
TeresaD: love that, bj
JenniferP laughs
LloydA joined the room.
SusanneN: Rita, clicking the door will take you to the room where that person is!
NancyHe: careful with that door ;)
BjB: please use a private message if you want to talk to a friend and not interrupt the discussion
RitaZ: right, Sus,
SandraBar: Nice face BJ - <grin>
BjB agrees about the warning about the door icon
BretBi: How do I get an icon?
MaryannB left the room (signed off).
BjB: if you single click on a name and then click on the door icon, you will join that person
JenniferP: good question
BjB: Bret, click on the ME tab and then click on settings
RitaZ: besides, the door appears only on the "online" not "here" tab
SusanneN: find one Icon somewhere and upload it to the TI server in your ME space
BjB: other questions?
SusanneN: I do have a question, BJ - how many participants can be in one room?
DeborahR: I have another lost button, said Toad. I mean, can I make a passageway to anybody's office?
BjB: there is no limit, Sus...we had 49 at one point here
TeresaD: we sure did, bj!
RoxanFD: When do we use this room?
BjB: the problem comes when everyone tries to talk at once!
SusanneN: yes, Deborah you can do that when you are in someone's room you can add a passageway and that list of shortcuts will follow you in all screens
BjB: Roxan, this room is a public conference room. Some of the festival events are scheduled for this room and some of the regular Tapped In calendar events are also held here
RitaZ: this room has been created to have a common topic chat, Roxan
DeborahR: I see, but it is netiquette to ask permission first?
SusanneN agrees with BJ - this session has more character like a brainstorm session on how much we know about TI, or not?

BjB: The tours in TI2 are more like a features tour than an exercise in moving from room to room

RoxanFD: I am glad I am here - SusanneN

RitaZ: it's meant to help people get acquainted with TI, Sus

JhromcGuest22: OK, Its jerome. In trouble again

BjB: welcome back, Jerome

JW: Does the room have to be reserved in advance to use it for an open conference session?

DafneG . o O (wonders about Jerome's troubles)

DeborahR: I have learned a couple of new things that was afearred of being thought newbie to ask in other rooms.

BjB: You can use this room at any time, but you might want to check the calendar to see if anything is scheduled

BjB . o O (you don't have to reserve the conference rooms)

MaryCR: I've been working on those private chats and moving from place to place. What a hoot!

LloydA: It strikes me that at least one conference room is usually empty--if not, invite folks to your office (after you create it)

BjB: Deborah, we all start out as newbies and we've all asked the same questions at some point! That's how we all learn

TeresaD: I'm already feeling like last year: as if I'm in a f2f conference. but this is much livelier!

BjB: good idea, Lloyd

JenniferP: So what is the next step?

BretBi: I wish I could use this from school, unfortunately they won't open our firewall.

RitaZ: its great to feel free to ask and learn

DeborahR: well, shortcuts and information about each person and making this blinky window bigger.

BjB: any member can get a private office

NancyHe . o O (some of us have asked the same questions SEVERAL times LOL)

BjB smiles and nods to Nancy

JenniferP :)

SandraBar: Sorry zipped out and uploaded my piccy, great, will do office afterwards - cdnt resist!! Bad as the kids!

RitaZ: same as in a class, not all stds are ready at the same time ;-)

BjB: Deborah, I've even made notes of my notes : Click on the Actions drop down menu in the upper right of your chat window and scroll all the way down to DETACH to make the chat window larger and easier to read.

BrentGuest26: define piccy please

NancyHe . o O (I believe piccy = picture)

SandraBar: sorry ... image photo

BrentGuest26: thank you.

DafneG . o O (or pic)

JW: Is there a glossary of these type of terms, and the emote symbols?

DeborahR: I have enjoyed this big window since the waving...I was listing my learnings, thanks.

JenniferP: JW- I think you kinda just do it as you go along
SandraBar: Hmm more and more of our schools are moving towards online professional development, this is a very nice interactive medium!
LloydA: jw: type /help in the chat window
RubenGuest17 This is fun!
NancyHe: Lloyd, thanks :)
SusanneN: Yes, here in Denmark it is afternoon too, I am happy that the Tapped In festival calendar has got more time zones mentioned
GloriaA: Bjb, are there any point you could offer us to use this space well or are we doing ok?
SandraBar: One minute off midnight here in Oz (hope I don't fall asleep!)
PaulRG: Oz?
BjB: Gloria, you're all doing very well
SandraBar: Australia
PaulRG: oh my
DeborahR: Well it is after midnight in Oz, so better go. I will try to get to the T-L one tomorrow morning here if I can. Thank you for the session.
NancyHe: I think it's fun to know that if you start your line with a colon (the : symbol) you can type an action
LloydA: I am impressed by the international turnout
NancyHe dances to demonstrate use of the : symbol
SusanneN: Jw was asking for a location of glossary, check the help files
MaryCR: Is Oz in Kansas? That's where I live, and it's almost 10 am there. I'm in Plymouth today!
BjB: one thing you need to realize is that there's a lot to learn and get used to...so be patient. Tapped In gets easier the more you participate
LloydA: It's not in Kansas anymore
DeborahR blows you a kiss goodnight.
SandraBar: A bit like Dorothy, naw Oz is a dreadful short word for Australia!
RitaZ: would you like to try the whiteboard, people?
SandraBar: Yes pls
JenniferP Waves goodbye to everyone....have a nice day
CarolB joined the room.
BretBi: How often do you conduct the Festivals?
TeresaD: let's do, rita!
MaryCR: I'd love to try the whiteboard!
RyanGuest4: I'm down for trying the whiteboard
LloydA left the room (signed off).
RitaZ: click on Whiteboard, above Passageways
JW: Thanks for replies to my Help file questions.
GloriaA: This pace is still very fast for a new person trying to get used to this
LouisL: Yes - whiteboard
BretBi: Whiteboard above passageways?
CarrieGuest3: passageways?
RitaZ: yes, click on Whiteboard
NancyHe: I was in the "Me" area so I had to close that screen with the orange X

RitaZ: and the find your way to be able to write
MaryCR: I can't find the white board.
NancyHe: is there a "quick way" back to the main Welcome page of the ComfyConf?
RyanGuest4: Rita, I'm unsure of where the "passages" link is
BretBi: Oh I found it, it was on the left hand side under welcome, files, notes, etc.
RitaZ: you might need to re attach before
BjB: Nancy, click on the X in the top left of your screen
RobertGuest15: Thanks for the tour Bj. Have a good one.
NancyHe: BJ I got it but was trying to figure out how to get others back on that screen too
MaryCR: Found it, now what do I do with it?
SandraBar: Thanks BJ and others a great tour, I agree with Robert!
CarolJB: BjB, Thanks for your help.
BretBi: Thanks BJ and everyone
TeresaD: Rita, I've written on the whiteboard. have you?
PatGuest14: Sorry I was very lost!
BjB: I'll look forward to seeing you all in future discussions
BjB: Pat, how can we help you?
LouiseP: Thank you.
RyanGuest4: Bj thanks for the session. It was great
BrentGuest26 Brent thanks Bj for her patience
RitaZ: have you all managed to see the Whiteboard?
TeresaD: thank you, bj. helpful as always! :-)
DoloreGuest7: Thanks for Tour, but it will be some time before I am comfortable with this.
RoseGuest6: Thanks for the info about all the tabs. I tried them all. Interesting
PatGuest14: I don't know. Perhaps more experience would help.
BjB understands, Dolores
LouisL: Thanks - a quick question - I have noticed several buildings on campus - how can an organization qualify for a building?
BjB: yes, Pat, experience does help
BjB: Louis, the different buildings are tenants in Tapped In...
MaryCR: I need a lot of practice, but I've found a lot of help right here. Everyone seems willing and patient to help. I'll be back soon. Thanks for your help!
BjB: they pay a fee to have the space and technical support
BjB: great to hear, Mary
LouisL: Who would I contact for info on doing that?
GloriaA: When carnival is over, what do you expect from us then?
HeribertF: Thanks for the tour, bye
RitaZ: bye, Heribert
BjB: Louis, Pepperdine university holds online classes here, Milwaukee Public Schools holds professional development seminars
RitaZ: its up to you, Gloria, to visit this place and share
GloriaA: Thanks for the tour!!
LouisL: Which is what the consortium I am in would like to consider! :-)
BjB: You're welcome, Gloria

BjB: cool, Louis

LouisL: By the way - thanks for the tour

BjB: you're welcome, Louis

GlenysH: Thanks BJ. Bye.

BjB waves bye to Glenys

JW: Very helpful session - thanks for tour

DianneB: Just got back from the Whiteboard. What is Print to Note?

BretBi: BJ- Any resources (ammo) you know of I can use to help convince my district to open the firewall for Tapped in

BjB: Dianne, that makes the whiteboard into a note that will be stored in notes

CherylBu: how do I "hop" onto the whiteboard?

TeresaD: thanks, bj. see you!

BjB: Bret, send a message to ti2contactus@tappedin.org

DianneB: I looked at Notes. They look like "permanent" filings of things. Who "manages" (erases, etc.) them.

BjB: that will get the message to TI admin who can draft a letter for you

BretBi: Thanks, we are trying to do more Prof Development and it seems this would aid in that endeavor

BjB: In the public rooms, admin will periodically go through and delete

BjB: but you have control in a private office

RitaZ: bye, BJ, thanks again!

DianneB: But to control that, I'd have to be in a private office?

BjB nods to Dianne. Any member can have a private office

BjB: Dianne, click on the ME tab

BjB: you'll find information about getting an office

DianneB: Got it! Thanks, BJ. Nice meeting everyone :)