

## 10 Steps to Having a Successful Chat in Tapped In

Please remember that Discussion Leaders have spent a great deal of time preparing for this discussion and only have one hour to present their material. Your attention and courtesy is appreciated.

### 1. DETACH your chat window

To DETACH your chat window and make it larger and easier to read, click on the ACTIONS drop down menu in the upper right of the chat window and scroll all the way down to DETACH.

### 2. Use the PRIVATE MESSAGE to greet and talk to friends

When a friend enters the room and you want to greet them or ask them a question, double click on their name under the HERE tab to the left of the chat window. This will open a new small window. Enter your comments in the bottom of the window and press return on your keyboard. This message is PRIVATE and will only be seen by the person you send it to. This avoids a lot of distracting off-topic chat in the main chat window.

### 3. Use the PRIVATE MESSAGE to ask for help

If you have any questions about Tapped In or how to do something, send a PRIVATE MESSAGE to the discussion moderator (usually the person who introduces the discussion leader and asks people to introduce themselves). To send a private message double click on their name under the HERE tab to the left of the chat window. This will open a new small window. Enter your comments in the bottom of the window and press return on your keyboard. This message is PRIVATE and will only be seen by the person you send it to. This avoids a lot of distracting off-topic chat in the main chat window.

### 4. Give a brief introduction.

If the moderator calls for introductions, give your discipline, grade, and location.

### 5. LISTEN to what the moderator has to say

The Moderator offers tips on participation, introduces the Discussion Leader and sets the ground rules for the discussion.

### 6. LISTEN to what the Discussion Leader has to say

Before you ask any questions or make any comments, give the Discussion Leader the courtesy of your attention. You will then be prepared to contribute to the dialogue in an informed way.

### 7. Click on a hyperlinked URL to open a webpage

When the discussion Leader shows a URL it is hyperlinked. When you click on the hyperlink, a new webpage will open for you. You can open the page, look at it, and then close it if you wish. Do not minimize. (If you are on a PC, hold down the CTRL key to override your pop-up blocker.)

### 8. WAIT for the discussion Leader to ask for questions

Eager audiences are a joy for any Discussion Leader, but questions that are blurted out take the discussion off topic. Because of the limited time for each discussion, wait for the Discussion Leader to ask for questions.

9. Use the PASTEBOARD to view unmoving chat text

During many discussions the chat scrolls very quickly and it is easy to lose the thread of the discussion. To view a section of the dialogue without having it scroll, click on the ACTIONS drop down menu and scroll down to SEND TO PASTEBOARD. This will put the section of dialogue on a new non-scrolling window. When you have caught up, close the pasteboard window.

10. Members receive an emailed TRANSCRIPT.

If you are a member of Tapped In, when you are finished with the discussion and log out, a transcript of the discussion that took place while you were logged in will be sent to you at your Tapped In registered email address. The transcript will include all chat text, all text from private messages, and any URLs that have been shown.  
close window