

# How To

## Do Various Things in PSY 225 (Prof. Gernsbacher)

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### How To Control the Size of the Display on Your Screen

When viewing any webpage on the Internet, you might want to increase the size of the display so it fills more of your screen (or, conversely, decrease the size of the display so it doesn't hang off your screen). On a Mac/Apple, press the 'Command' key and the + key simultaneously to increase or 'Command' Key and minus key to decrease the size of your display. On Windows, press the 'Control' key simultaneously with the + key to increase or 'Control' key and minus key to decrease the size of your display.

### How To Open a Link in a New Browser Window or Tab

If you're using a mouse with buttons, then right click (i.e., depress the button on the right) or if you're not using a mouse or if your mouse doesn't have buttons, press 'Control' at the same time as you click on a link, and you'll be given the options to "Open in a New Window" or "Open in a New Tab."

### How To Access the Course Website

All content for this course is on the Course Website: <https://online225.psych.wisc.edu> **Be sure to bookmark that URL.** Although this course also uses Canvas for the Discussion Boards, Assignments, and Gradebook, do NOT try to access the Course Website through Learn@UW (or through Canvas). Rather, ALWAYS GO TO THE COURSE WEBSITE (<https://online225.psych.wisc.edu>).

### How To Work on the Course Using a Mobile Device

You may use a smartphone or tablet for working on this course. However, for this course, **DO NOT use the Canvas Mobile App.** The Canvas Mobile App doesn't provide all the features you need.

Instead, access Canvas (and the Course Website) ONLY by first going to the Course Website, using your mobile device's browser (e.g., Safari, Chrome), NOT by going through Canvas and NOT by using the Canvas Mobile App. Always, go to the Course Website using your mobile device's browser.

## How To Make a New Discussion Board Post

In this course, you'll be using the Discussion Board quite a bit. However, unlike other courses on Learn@UW, you won't have a menu tab on the Canvas Home Page for the entire Discussion Board.

The reason why you won't have a menu tab on the Canvas Home Page for the entire Discussion Board is so you'll only go to the Discussion Board within the context of doing an assignment (rather than parachuting into the Discussion Board without first doing all the other things you are supposed to do beforehand to be prepared for posting on the Discussion Board).

Therefore, each time you are assigned to post on the Discussion Board, you'll see a link within the Assignment that will take you directly to the Discussion Board forum for that Assignment.

For example, the Assignment might say, “Go to the **Unit 1: Assignment #3 Discussion Board**.” After you click on that link, you’ll be taken to the Discussion Board for Unit 1: Assignment #3. You might need to sign in with your NetID because we’ll be using UW-Madison’s Canvas for our Discussion Board.

Once on the Discussion Board, you'll see the Assignment's name (e.g., Unit 1: Assignment #3). You'll also be reminded of the Assignment's point value (3 points for each Assignment and 6 points if two Assignments are combined) and due date. If two Assignments are combined, the due date on the Discussion Board will reflect the second of the two assignments. **It's YOUR responsibility to attend and adhere to the due date (on the Course Website) for the first of two combined assignments.**

To make a new Discussion Board post, click in **the VERY FIRST BLOCK** where you see the word “Reply,” and begin typing. In essence, you’re replying to the Discussion Board prompt, which is why you should click in **the VERY FIRST BLOCK where you see the word “Reply.”**

This is a graded discussion: 6 points possible

## Unit 1: Assignment #2 and #4 - The Bookmarks

From SP20 PSYCH 532 001

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Search entries or author

Unread

Reply

Up

Down



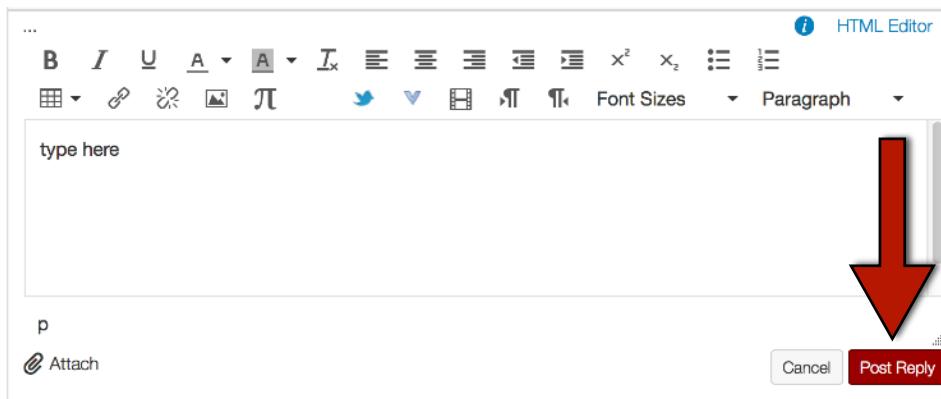
As soon as you click **in the first block** where you see the word “Reply,” you’ll be given a text box, with two rows of menus that look like this. We’ll talk more about how to use those menus, but to begin to

A screenshot of the CKEditor toolbar. At the top left is a search bar with the placeholder "Search entries or author". To its right are buttons for "Unread" and two alignment icons. The toolbar includes standard text formatting tools: bold (B), italic (I), underline (U), strikethrough (A), font style (A), font size (Tx), and a range of horizontal alignment and spacing options. Below these are icons for text color, font color, and font size. Further right are icons for image, link, and table insertion, followed by "Font Sizes" and "Paragraph" dropdown menus. A large red arrow points from the bottom left towards the text input field, which contains the placeholder "type here". At the bottom left are buttons for "Cancel" and "Post Reply".

You can also compose your post elsewhere (e.g., in Word) and then copy and paste it into the text box. However, if you compose your post elsewhere and copy/paste it into the text box, you might see extra blank lines between your paragraphs. **You must delete all the extra blank lines (beyond just one blank line) before you post your reply.**

Speaking of paragraph breaks, you should generously use paragraph breaks (made by skipping one line) to help organize your Discussion Board posts (just not extra blank lines after your paragraphs, but one skipped line between paragraphs). No one likes to read a long, unbroken block of words on a screen.

**Therefore, you MUST break all your Discussion Board posts into multiple paragraphs. A good rule of thumb is no more than three or four sentences per paragraph.**



When you're finished making your Discussion Board post (either by typing or by copying/pasting what you have typed elsewhere), you must click "Post Reply."

**Then, CHECK to make sure that your Discussion Board post appears on the correct Discussion Board.**

## How To Make a Reply to a Discussion Board Post

To make a reply to a Discussion Board post, you must first find the post to which you want to reply. At the end of the post to which you want to reply, you'll see the word "Reply." Click on that word "Reply"

Compose your reply (either by typing into the text box or by copying/pasting what you've typed elsewhere, being sure to use paragraph breaks but remove extra blank lines). Then click "Post Reply." (rather than the first block on the Discussion Board where you see the word "Reply").

By clicking on the "Reply" that is at the end of the post to which you want to reply, you will be replying to that specific post.

Nunc sodales, metus vel pellentesque tempor, eros nibh aliquet lacus, non tincidunt leo ipsum at neque. Nam efficitur po ultrices. Sed metus lacus, convallis eu pharetra cursus, finibus nec orci. Ut elementum tincidunt neque nec pellentesque. Pellentesque feugiat laoreet condimentum. Nam sit amet erat vel est auctor consequat eget ut nisl. Curabitur efficitur vel massa, id suscipit orci condimentum non. Praesent a pharetra ex, ac efficitur neque. Phasellus in mauris nec lectus digni aliquet quis at enim. Integer sit amet turpis tristique, pulvinar erat eget, malesuada magna. Pellentesque eget leo mauris. venenatis porta congue.

 Reply



Canvas Test Student 1

Dec 31, 2015

## How To Edit a Discussion Board Post

In this course, you **cannot** directly edit or delete a previous Discussion Board post. **Therefore, BEFORE you post any assignment, you must check and double-check it against the requirements.** Also check the URLs you embed before you post your assignment, by right-clicking and selecting "Open in New Tab" or "Open in a New Window."

Make sure your assignment is complete and **all parts have been submitted together**. If you submit only part of an assignment, that part will be considered your initially submitted assignment, even if you submitted it before the due date or you submitted another part before your assignment was graded.

Similarly, if you re-post an assignment or add an additional part of an assignment (by making a repeated, corrected post for any assignment), your re-posted self-corrected post will be considered a correction (eligible to earn 2 points, but not eligible to earn 3 points) even if your initial assignment had not yet been graded when you re-posted your assignment or you self-corrected your assignment before the due date.

Always make sure your post actually appears **on the correct Discussion Board**.

If you don't see your post on the correct Discussion Board after you've clicked "Post Reply," then your post wasn't successful. You'll need to try again.

**It is YOUR responsibility to ensure that ALL your posts appear on the correct Discussion Board.**

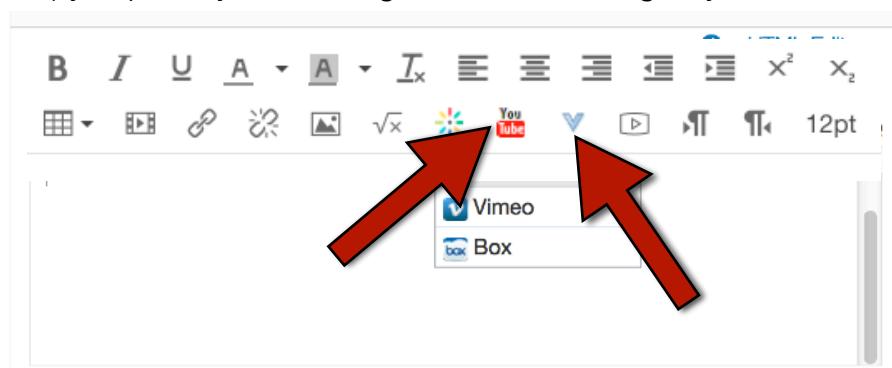
## How To Embed a YouTube Video or Vimeo Video into a Discussion Board Post

In addition to typing text into a Discussion Board post, you can also embed several things – images, videos, URLs – into your Discussion Board posts. In our course, you might want to share various YouTube videos with other students. Moreover, learning how to correctly embed a variety of media into your Discussion Board posts will carry over to your knowing how to embed media into other Internet-based platforms (such as blogs, websites, and the like).

The right way to embed a YouTube video into a Discussion Board post is NOT to simply copy and paste the YouTube video's URL into a Discussion Board post. On most platforms, if you simply copy and paste in the URL of a YouTube video, then everyone who wants to watch that video has to click on that URL, open a new browser window, and watch the video in a different browser window. That's a pain.

Instead, you want other members of the class to be able to watch your YouTube videos you post, right there, in your Discussion Board post. So, you will make it easy for everyone to watch the YouTube videos (and Vimeo videos, for that matter) you post by embedding them the following way.

At the place in your post where you want to insert a YouTube video, click the YouTube icon (or for Vimeo, click the “More External Tools” icon, which is a blue **V**, located in the middle of the second row of icons, and choose Vimeo).

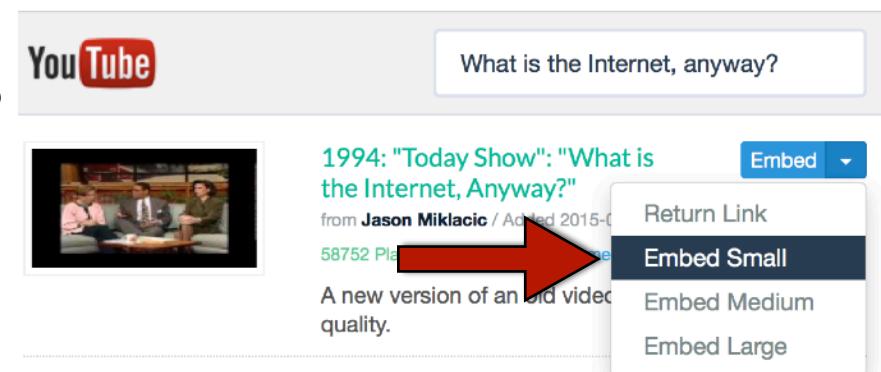
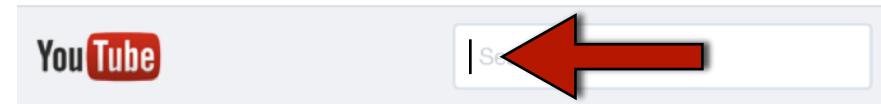


A search window will pop up. Type into the search bar. **If you already know the URL of the YouTube (or Vimeo) video you want to embed, you can copy/paste that URL directly into the search bar.**

After typing either a search term or a URL into the search bar, be sure to press Return.

Then, a list of YouTube (or Vimeo) videos that match the search criteria will be shown. After you've chosen the specific YouTube (or Vimeo) video that you want to embed, pull down on the blue Embed tool.

**Select “Embed Small”** and voila, you will be returned to your Discussion Board post and you will see that a YouTube (or Vimeo) placeholder has been embedded into your Discussion Board post.



The placeholder will look like a grey box with a video icon in the middle. However, after you finish your post and click on “Post Reply,” the grey box will be changed to the YouTube (or Vimeo) video.

**IMPORTANT: You MUST select “Embed Small” for all YouTube and Vimeo videos you embed in the Discussion Board. If you do not select “Embed Small,” your YouTube (or Vimeo) video will take up too much space on our Discussion Board.**

## How To Embed a URL into a Discussion Board Post

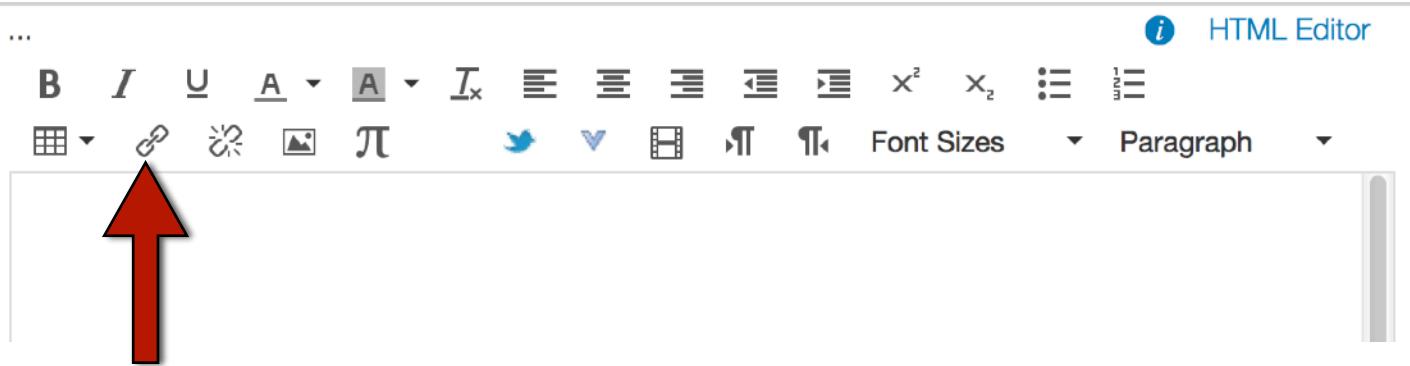
During the course, you will be required to embed links (URLs) to articles or other pieces of information on the Internet. Just as it's lazy to link to a YouTube video by simply copying and pasting the YouTube video's URL into your post (rather than going through the steps that will embed the YouTube video into your post), it's also lazy to link to a URL by simply copying and pasting the URL into a Discussion Board post (rather than going through the steps that will allow the URL to be embedded into your post).

Take a look at your favorite websites or blogs, and you'll see they embed their URLs. [Embedded URLs look like this](#); they don't look like [https://en.wikipedia.org/wiki/Uniform\\_Resource\\_Locator](https://en.wikipedia.org/wiki/Uniform_Resource_Locator), or like [Link](#). In this course, we will be embedding URLs.

To embed a URL into a Discussion Board Post, first, type the text in your Discussion Board post that you want to be linked. For example, if you want to share the website, Wikipedia, type the word, Wikipedia.

Second, highlight with your cursor, the word or phrase that you want to be linked (e.g., Wikipedia). It's a good idea to have at least one character to the right of the text that will not be part of the link, and therefore there will be at least one character to the right of the text that you will not highlight. A period at the end of a sentence can serve this purpose, or you can type your entire sentence (or your entire Discussion Board post) and then come back to highlight the text that you want to link.

Third, while the text that you want to link is still highlighted, click on the Link icon, which is the second icon on the second row of Discussion Board tools. The Link icon looks like two links of a chain.



After you click on the Link icon, a pop-up window will appear, asking you to paste or type a URL into the box. The box might already be seeded with `http://`; if so, paste over the information that is already seeded in the box. After you paste or type a URL into the box, click "Insert Link," and you'll be taken back to the Discussion Board.

*This will make the selected text a link, or insert a new link if nothing is selected.*

Paste or type a url or wiki page in the box below:

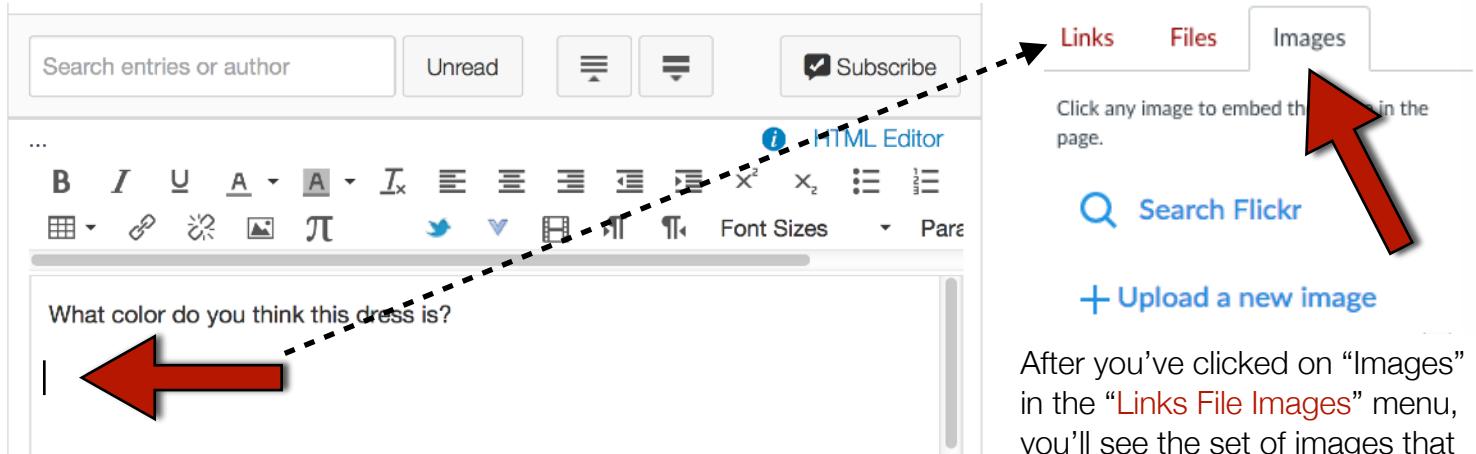
You'll see that the text that you previously highlighted, momentarily turns into a yellow rectangle, and then returns to text, but the text is now blue, because it is now a clickable link.

If instead of following all these steps for Embedding a URL, you simply copy/paste a URL into the Discussion Board, it will look like this: [https://en.wikipedia.org/wiki/Uniform\\_Resource\\_Locator](https://en.wikipedia.org/wiki/Uniform_Resource_Locator). That's **not** what you want. If instead of highlighting text, you simply click on the Link icon and copy/paste the URL into the Insert Link box, it will look like this: [Link](#). That's **not** what you want. You want your embedded URLs to look like this: One of my favorite websites is [Wikipedia](#).

Lastly, be sure to test your embedded URLs **before you post** your Discussion Board post by right-clicking on the link and then selecting "Open Link in a New Tab" or "Open Link in a New Window". If your URL is embedded correctly, the website you've linked to will open in a new browser tab or window. If the URL doesn't open in a new browser tab or window, you need to correct the URL.

## How To Embed an Image into a Discussion Board Post

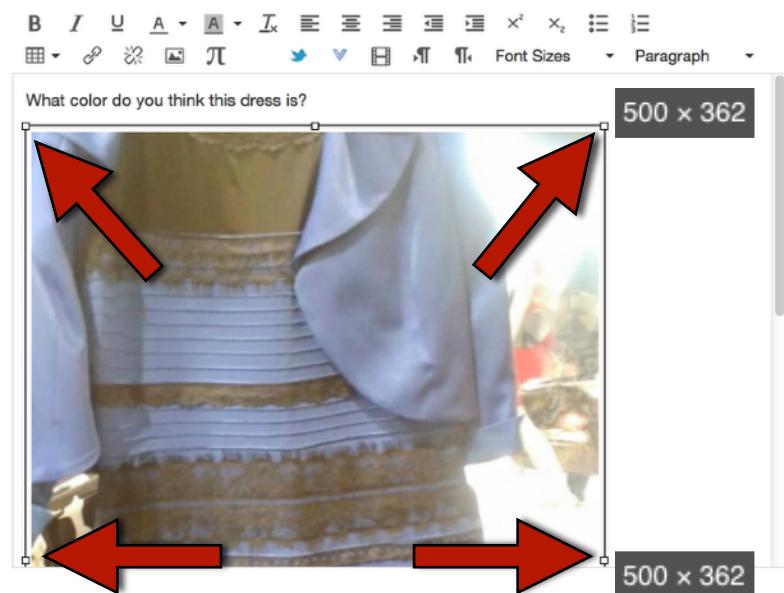
Place your cursor in the spot in your Discussion Board post where you want the image to appear. Then, from the “[Links File Images](#)” menu on the very far right, click on **Images**. If you don’t see the “Links File Images” menu, then Control the Size of the Display on Your Screen. If you’re on a mobile device, you’ll see the “Links File Images” menu at the very bottom of your device’s screen (scroll all the way down).



A screenshot of the Canvas Discussion Board interface. At the top, there is a search bar, an 'Unread' button, and a 'Subscribe' button. To the right of these are 'Links', 'Files', and 'Images' buttons. A red arrow points from the 'Images' button to a dashed line that leads to the 'HTML Editor' icon in the toolbar. The toolbar itself contains various text and image editing icons. Below the toolbar, a text area contains the question: "What color do you think this dress is?". A red arrow points from the left side of this text area to the text. To the right of the text area, there is a sidebar with a 'Search Flickr' button and a '+ Upload a new image' button. A red arrow points from the '+ Upload a new image' button to the text "Click any image to embed them in the page.".

you or someone else in your section has already uploaded. To upload a new image, click [+ Upload a new image](#), and you'll be given an upload menu.

On the upload menu, click “Browse” or “Choose File” to find an image on your laptop or device. Then, click “Upload.” **You must click both “Browse/Choose File” AND “Upload.”** The image might take a while to upload (you’ll see its progress), and the image might take a moment to appear in your Discussion Board post. But eventually you should see it!



The last thing you need to do is size the image. We don't want huge images taking up space on our Discussion Board, and we can't see tiny images. **You need to size every image you embed into a Discussion Board post** so that each is no taller than 500 pixels high and no wider than 500 pixels wide.

To size an image, EITHER click on the image, and you'll see resize handles in each corner. When you grab any resize handle with your cursor, you'll see numbers telling you the image's current height and width in pixels. After you're finished resizing, click somewhere else and the handles will disappear. OR click on the image and then click on the image icon in the menu bar and fill in the dimensions.

**IMPORTANT:** (1) For some photos taken on some smartphones, the Canvas Discussion Board automatically rotates the photos from up and down (profile) to sideways (landscape) or vice-versa.

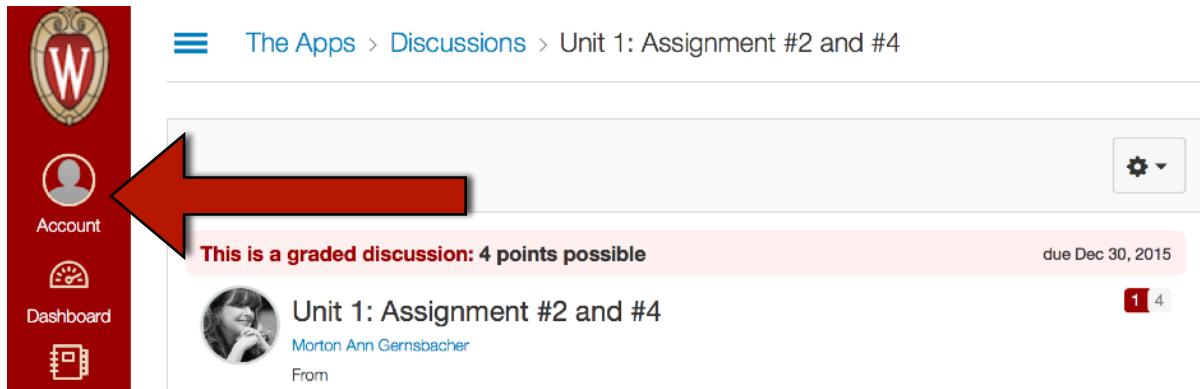
If this happens to you, either retake your photo in the other orientation OR import your photo to your computer, and use your computer (rather than your smartphone) to [take a screenshot](#) of your photo in the other orientation. Embed the screenshot in your Discussion Board post instead of the original photo.

(2) The Canvas Discussion Board **cannot** embed either .HEIC or .tiff/.tif images. Therefore, before trying to embed a .HEIC or .tiff/.tif image, you must save the image as a .jpg, .jpeg., or .png image.

## How To Upload a Photo for Your Discussion Board Profile

It's great to be able to identify a face with a name, particularly during discussion. Because we'll be using Canvas for our Discussion Board, you'll need to upload a photo of your face to your Canvas Discussion Board Profile, and the photo needs to be of ONLY your face (no other people or fancy backgrounds).

First, click on any Discussion Board assignment, for instance, click on the link in “Go to the **Unit 1: Assignment #2 and #4 Discussion Board**.” Second, click on the **Account** icon in the left-hand menu.



The Apps > Discussions > Unit 1: Assignment #2 and #4

This is a graded discussion: 4 points possible due Dec 30, 2015

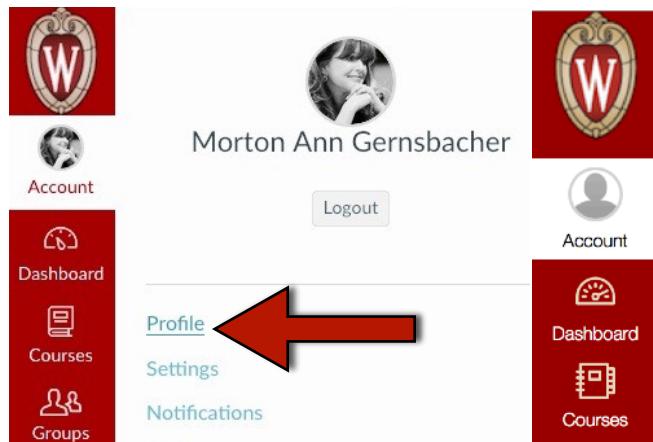
Unit 1: Assignment #2 and #4 Morton Ann Gernsbacher From 1 4

Account

Dashboard

Profile

Third, click on **Profile**.



Morton Ann Gernsbacher Logout

Account

Dashboard

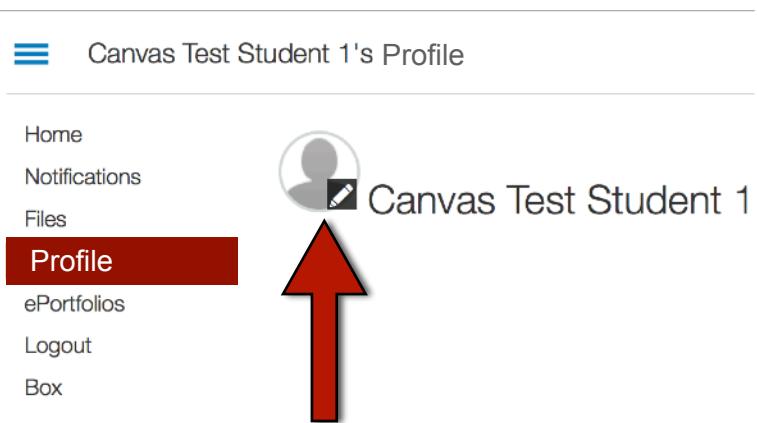
Profile **Profile**

Courses

Notifications

Groups

Fourth, click on the circle icon with the silhouette in it.



Canvas Test Student 1's Profile

Home

Notifications

Files

**Profile**

ePortfolios

Logout

Box

Canvas Test Student 1

You'll be prompted to “Upload a Picture” by uploading a picture from your laptop or “Take a Picture” by taking a picture with your laptop's camera. After you've either uploaded a picture or taken a new

picture, you'll be given an opportunity to crop the picture. **IMPORTANT: You MUST crop your photo to show as much of your face as possible and ONLY your face (not anyone else's face, including your pet) and NOT any background scenery (even if it's lovely scenery).** When you're finished cropping, be sure to click “Save.”

To return to the Discussion Board, you'll need to return to the Course Website, and click again on a link for a Discussion Board assignment (e.g., click again on the link on the Course Website that says, “Go to the **Unit 1: Assignment #2 and #4 Discussion Board**”).

To crop image, drag the selection and then click the “Save” button below.



Cancel Save

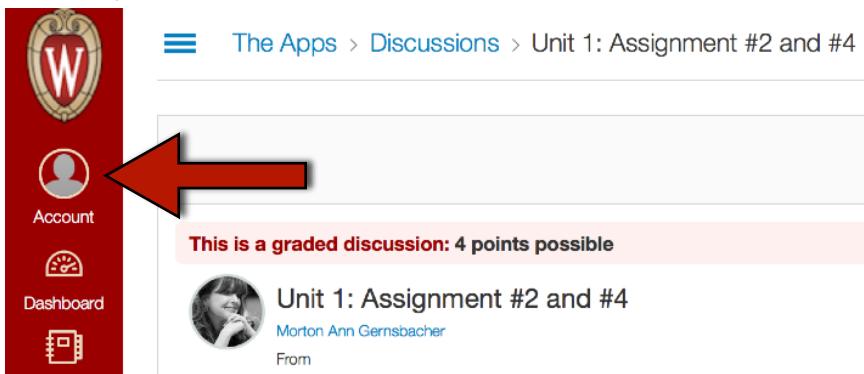
[Return to List of Topics](#)

## How To Turn ON or OFF Discussion Board Notifications

Canvas allows you to set and receive email notifications whenever an assignment is scored, your instructor or TA has commented on your assignment, and other course-related activities. It's your prerogative to set as many or few notifications as you would like. However, **we strongly recommend you set the notification for SUBMISSION COMMENTS (which are comments from your instructor or TA) to at least "DAILY SUMMARY."**

To set your notifications, first, click on any Discussion Board assignment (e.g., "Go to the [Unit 1: Assignment #2 and #4 Discussion Board](#)").

Second, click on the **Account** icon in the left-hand menu.



The Apps > Discussions > Unit 1: Assignment #2 and #4

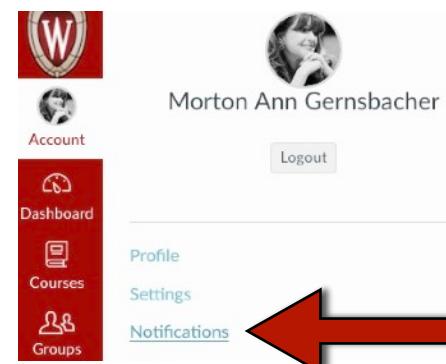
This is a graded discussion: 4 points possible

Unit 1: Assignment #2 and #4

Morton Ann Gernsbacher

From

Third, click on **Notifications**.



W

Morton Ann Gernsbacher

Logout

Account

Dashboard

Courses

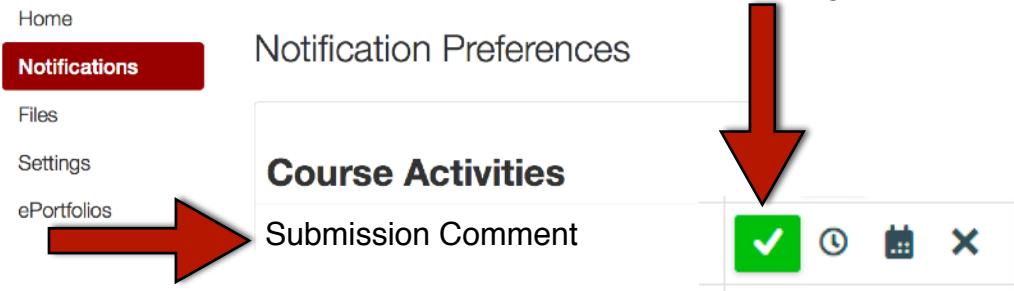
Groups

Profile

Settings

Notifications

Then, for each notification, decide how frequently you want to be notified by clicking one of the four icons: the checkmark (for "Notify Me Right Away"), the clock icon (for "Daily Summary"), the calendar, icon (for "Weekly Summary") or the x-mark (for nothing). All notifications will come via email to your wisc.edu email account. You can adjust the frequency of your notifications at any time during the semester.



Home

Notifications

Files

Settings

ePortfolios

Notification Preferences

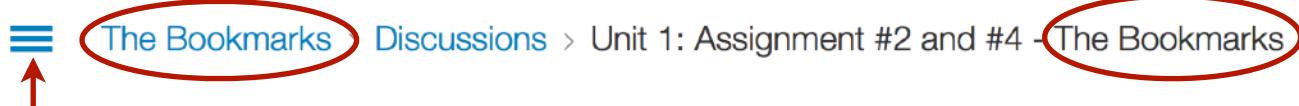
Course Activities

Submission Comment

## How To Find Out Which Section You Are In

The class is divided into multiple sections, each named an Internet-related phenomenon (e.g., The Apps, The Bookmarks, The Browsers). Each student is randomly assigned to only one section. To find out which section you've been randomly assigned to, click on a link for any Discussion Board assignment (e.g., click on the link in the "Go to the [Unit 1: Assignment #2 and #4 Discussion Board](#)").

Once on the Discussion Board, you'll see the name of your section at the top of the screen, in the Discussion Bar title bar. You'll also see the name of your section after each Discussion Board topic.



The Bookmarks

Discussions > Unit 1: Assignment #2 and #4 - The Bookmarks

Clicking the three horizontal lines (the hamburger menu) at the beginning of the title bar will hide a menu that we will never use. Therefore, **we recommend that you get in the habit of clicking that menu closed, so that you will have more usable space on the screen.** You might also want to play around with whether you want to read each Discussion Board in collapsed or expanded mode.



Search entries or author

Unread

≡

≡

[Return to List of Topics](#)

## How To Check the Points You've Earned in this Course

Get in the habit of frequently checking the points you earn. All opportunities to earn points occur during the course (rather than after the course is over, e.g., there's no bumping or extra credit, although there are easy-to-earn points during the last unit). To check your points, go to the Course Website (<https://online225.psych.wisc.edu>). In the left-hand set of menu tabs, click on the tab labeled **My Gradebook**.

On your Gradebook, if there's a number in the Score column, that means that assignment has been scored, and the number represents the points you've earned. *Remember you can earn a total of 252 points in this course, not simply the number of points listed in any individual "Out of" column!*

Name	Due	Score	Out of	
<a href="#">Unit 1: Assignment #1</a>	Jun 21 by 11:59pm	3	3	
<a href="#">Unit 1: Assignment #2 and #4</a>	Jun 22 by 11:59pm	6	6	
<a href="#">Unit 1: Assignment #3</a>	Jun 22 by 11:59pm		3	
<a href="#">Unit 1: Assignment #5</a>	Jun 24 by 11:59pm	-	3	

In the Score column, if there's a conversation icon or a sheet-of-paper icon, that means you've submitted that assignment, but it hasn't been scored yet. If there's a dash, that means you haven't turned in that assignment yet. In the column farthest to the right, if there's a conversation icon, that means your instructor or a TA has written a comment to you about that assignment.

*It is in your best interest to ALWAYS read these Gradebook comments, even if you have earned full credit on your assignments.* You can read the comment by clicking on its conversation icon OR by clicking on its Assignment's name. You can respond to a comment or write a new comment to your instructor or TA by clicking on the Assignment's name and typing into the box that's labeled "Add a Comment."

## How To Correct an Assignment and Notify the Instructor/TAs to Re-Score It

If you complete an assignment before its due date, but your initial assignment didn't fulfill all the requirements, you can correct your assignment. But you must correct your assignment before one week after the assignment's due date AND you must notify the instructor and TAs.

**To correct your assignment:** For Discussion Board assignments, simply return to your post on the Discussion Board. Then, make a reply post to your original Discussion Board post (see above instructions for how to make a reply post). For "Assignment" type assignments, simply click "Re-Submit Assignment" button. For all assignments, **post your ENTIRE corrected assignment** -- not just the content you've changed, but **everything required in the assignment** including any attachments. Canvas automatically adds a dash and a number (e.g., -1) to re-submitted files. That's ok!

**To notify the instructor and TAs that you've corrected your assignment:** After you've posted your corrected assignment, return to My Gradebook. Click on the Assignment's name and type into the box that's labeled "Add a Comment." In your Gradebook comment, **describe in detail the changes you've made.** Be sure to explain precisely what you corrected. Then, submit your comment. After you submit your comment, your Instructor and TAs will be notified. But if you don't write (and submit) a comment to tell your Instructor or TA that you've corrected your assignment, we won't know to re-score it.

Please don't make Gradebook comments by replying to email notifications sent by Canvas. Instead, always return to My Gradebook, click on the Assignment's name, and type into the comment box.

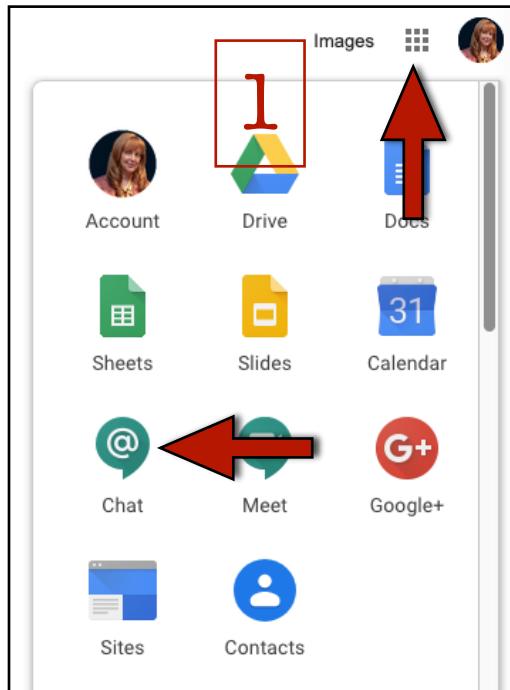
**Lastly, it's your job to pinpoint how your initial assignment didn't fulfill all the assignment's requirements.** The best way to do that is to re-read the assignment and then look to see which aspects were not included in your initial assignment or which aspects were included but incorrectly.

## How to Set Up a Group Chat Room on Your Laptop

Go to [Google.com](https://www.google.com) and sign in with your @wisc.edu email address.

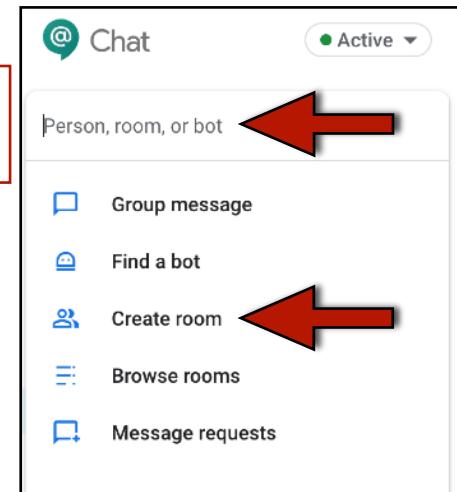
(Look for the “Sign In” button in the upper-right corner.) You **MUST**

sign in with your @wisc.edu email address and **not** your personal Google/gmail account. If you’ve never set up a UW-Madison Google account, don’t worry. UW-Madison has already created one for you.



1) Click on the grid of black squares in the upper-right corner, and you’ll see a panel of Google apps. From that panel, select **Chat**.

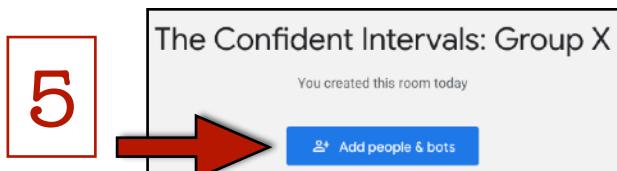
2) Click in the **Person, room, bot** search bar in the upper-left corner and select **Create room**.



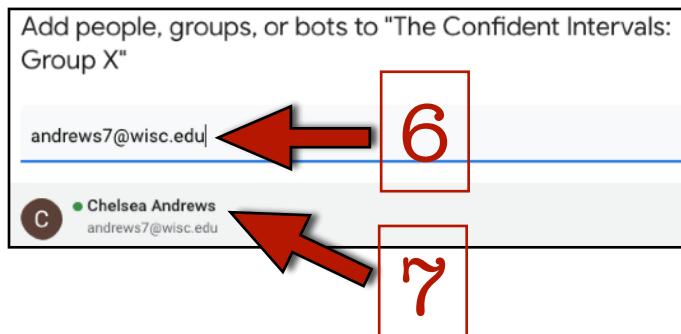
3) Type into the the “Create room” box the entire name of your Chat Group (e.g., The Confident Intervals: Group X); then, 4) click **Create**.



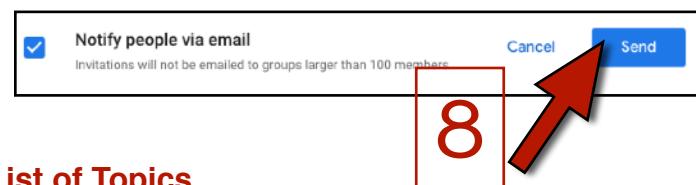
5) To begin to add members to your Chat Room, first click **Add people & bots**.



6) Then “Add people, groups, or bots” to your Chat Room by **typing in each of @wisc.edu email addresses** of the other members of your Chat Group. (You **MUST** use their @wisc.edu addresses, which you can find by clicking or right-clicking on any student’s name in the Chat Group List, linked on the Course Website.) After typing in each student’s @wisc.edu email address, 7) click on their entry.



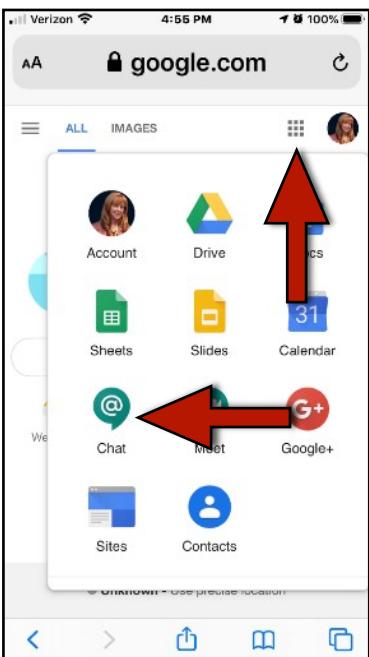
8) After adding all the other Chat Group members to the Chat Room, click **Send**, and the other Chat Group members will be notified that you’ve created a Chat Group room to use for your Group Chats.



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## How to Set Up a Group Chat Room on Your Mobile Device

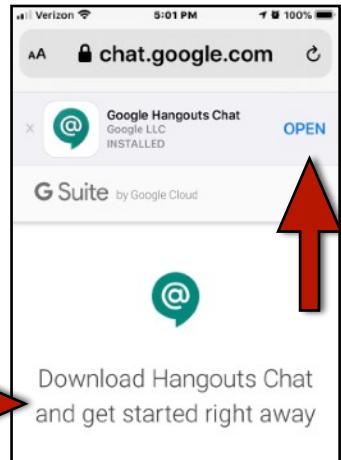
Go to [Google.com](https://www.google.com) and sign in with your @wisc.edu email address. (Look for the “Sign In” button in the upper-right corner.) You **MUST** sign in with your @wisc.edu address and **not** your personal Google/gmail account. If you’ve never set up a UW-Madison Google account, don’t worry. UW-Madison has already created one for you.



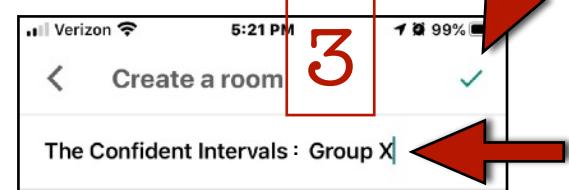
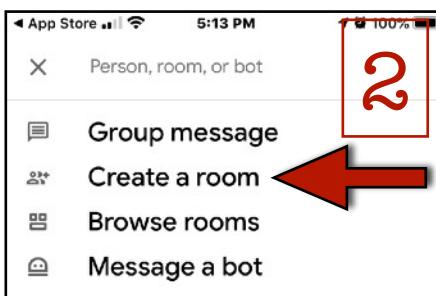
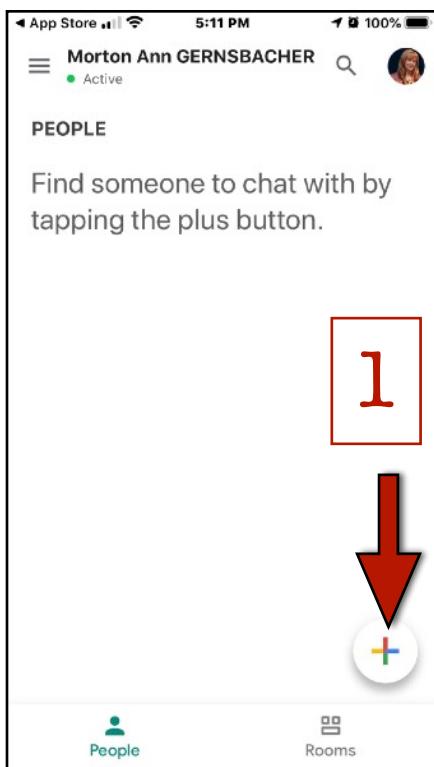
From the panel of Google apps you can see by clicking on the grid of black squares in the upper-right corner, select **Chat**.

You’ll be prompted to open or download the Google Hangouts Chat app. In this course, we do NOT recommend that you use the Canvas Mobile app, BUT you WILL need to use the Google Hangouts Chat app if you’re going to conduct your Group Chats on your mobile device. (Please keep in mind the difference between *not* using the Canvas Mobile app and using the Google Hangouts Chat app.)

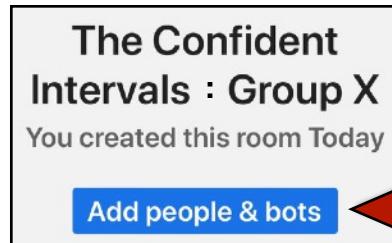
After you’ve downloaded or opened the Google Hangouts Chat app, select your UW-Madison Google account. You **must use your UW-Madison Google account** for this course (not your personal Google/gmail account).



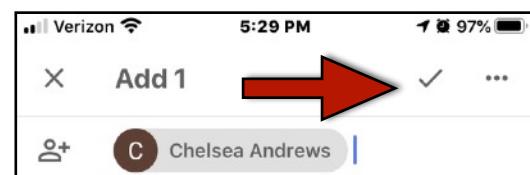
Next (1) click the plus button in the lower-right corner; (2) select **Create a room**; (3) type into the box the entire name of your Chat Group, and afterward be sure to click the check mark in the upper-right corner.



4) To add members to your Chat Room, click **Add people & bots**.



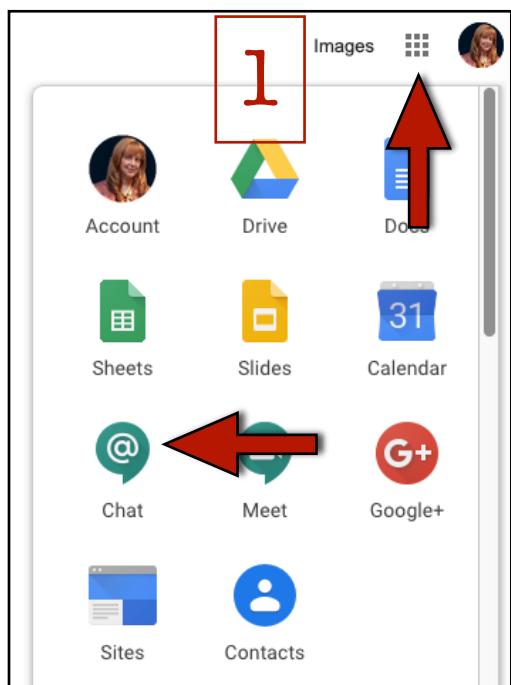
After this point, most everything's the same for setting up a Group Chat room if you’re on a mobile device or a laptop (therefore, you can follow the laptop directions), except that rather than clicking various buttons to finish setting up your Group Chat room, you **click the check mark** in the upper-right corner.



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## How to Participate in a Group Chat on Your Laptop

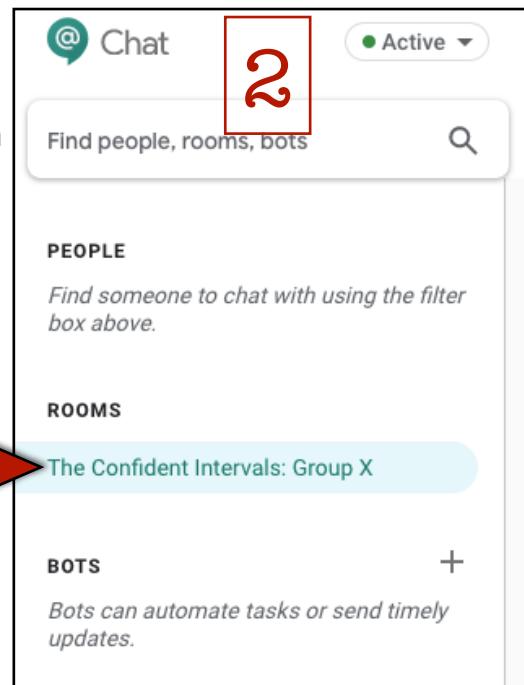
Go to [Google.com](https://www.google.com) and sign in with your @wisc.edu email address. (Look for the “Sign In” button in the upper-right corner.) You **MUST** sign in with your @wisc.edu address and **not** your personal Google/gmail account. If you’ve never set up a UW-Madison Google account, don’t worry. UW-Madison has already created one for you.



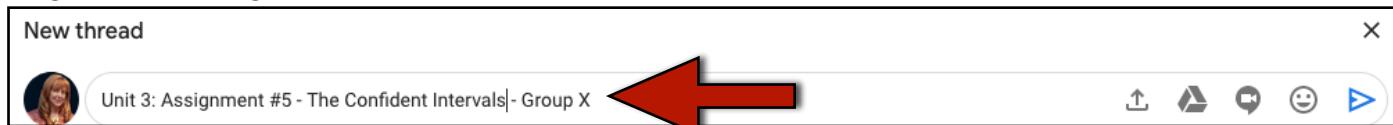
1) Click on the grid of black squares in the upper-right corner, and you’ll see a panel of Google apps. From that panel of Google apps, select **Chat**.

2) Once inside the Chat app, look in the left-hand menu for your Chat Group’s room, and click on that room.

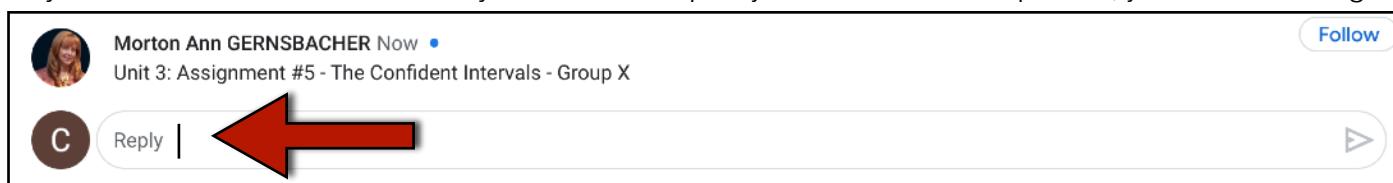
If you are the first member of your Chat Group to join that unit’s Group Chat, click to create a **+ New thread**.



Then, send as your first message in the Chat, the Assignment number **AND** your Chat Group’s name, e.g., Unit 3: Assignment #6 - The Confident Intervals: Group X.



If you are not the first member of your Chat Group to join that unit’s Group Chat, just start chatting!



**IMPORTANT: If your Chat Group agrees on a date and time for your Chat, and a Chat Group member wants to reschedule, you are NOT obligated to reschedule.**

**Also, if one member of the Chat Group hasn’t joined the Chat by 15 minutes after the time the Chat Group all agreed to meet, the other members of the Chat Group can and should PROCEED WITHOUT the missing member.**

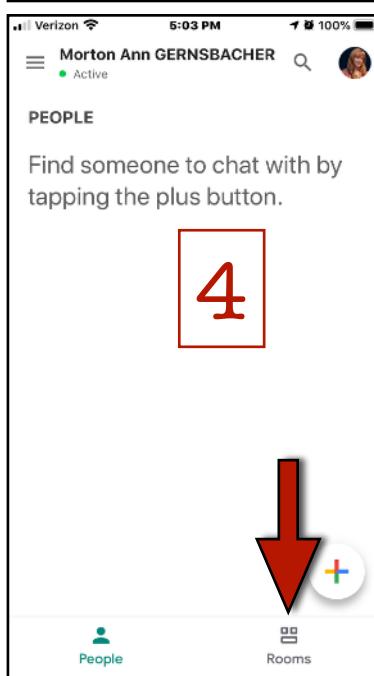
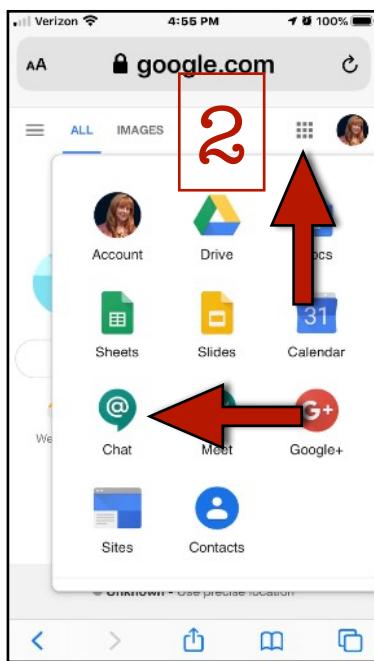
**All Group Chats are required to last ONE FULL HOUR. During that entire hour, the Group Chat should be the ONE and ONLY thing you’re doing. If you finish early, then practice the assignment more or discuss further implications.**

**All Chat Group work MUST be done within the Group Chat room, NOT elsewhere.**

## How to Participate in a Group Chat on Your Mobile Device

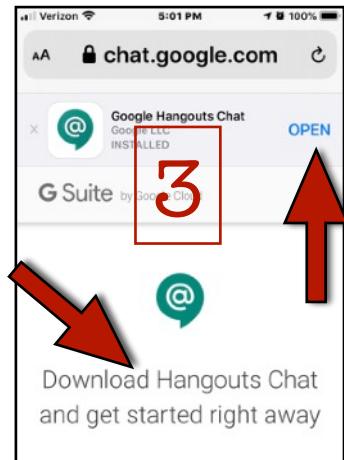
If you were not the Chat Group member who set up the Group Chat room, you will need to 1) go to [Google.com](https://www.google.com) on your mobile device and sign in with your @wisc.edu email address. (Look for the "Sign In" button in the upper-right corner.) You

**MUST** sign in with your @wisc.edu address and **not** your personal Google/gmail account. If you've never set up a UW-Madison Google account, don't worry. UW-Madison has already created one for you.



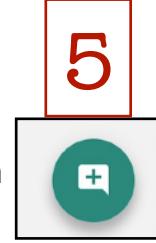
2) Click on the grid of black squares in the upper-right corner, and you'll see a panel of Google apps. From that panel of Google apps, select **Chat**.

3) You'll be prompted to open or download the Google Hangouts Chat app. In this course, we do NOT recommend that you use the Canvas Mobile app, BUT you WILL need to use the Google Hangouts Chat app if you are going to conduct your Group Chats on your mobile device. (Please keep in mind the difference between *not* using the Canvas Mobile app and using the Google Hangouts Chat app.)



After you've downloaded or opened the Google Hangouts Chat app, select your UW-Madison Google account. You **must use your UW-Madison Google account for this course** (not your personal Google/gmail account).

4) Once inside the Chat app, click on the menu item **Rooms**, in the bottom right corner. Select the name of your Chat Group's room.



5) If you're the first member of your Chat Group to join that unit's Group Chat, click on the green circle with the plus sign, in the bottom right corner, to start a new thread. Then, type and send as your first message, the Assignment number **AND** your Chat Group's name, e.g., Unit 3: Assignment #6 - The Confident Intervals: Group X, which has the effect of starting a new thread.



If you're not the first member of your Chat Group to join that unit's Chat, find the thread for the current unit's Group Chat, click **REPLY**, and start chatting! If you were the Chat Group member who set up the Chat Room, start at 4) above (the sentence, "Once inside the Chat ...").

**IMPORTANT: If your Chat Group agrees on a date and time for your Chat, and a Chat Group member wants to reschedule, you are NOT obligated to reschedule.**

**Also, if one member of the Chat Group hasn't joined the Chat by 15 minutes after the time the Chat Group all agreed to meet, the other members of the Chat Group can and should PROCEED WITHOUT the missing member.**

**All Group Chats are required to last ONE FULL HOUR. During that entire hour, the Group Chat should be the ONE and ONLY thing you're doing. If you finish early, then practice the assignment more or discuss further implications.**

**All Chat Group work MUST be done within the Group Chat room, NOT elsewhere.**

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## How to Save and Attach a Chat Group Transcript

When you're finished chatting with your Group Chat (and you've chatted for a full hour), the member of your Chat Group who was designated to use the browser Chrome on their laptop will need to save and attach (to the Discussion Board) your Chat Group's Transcript.

In fact, **it is only the member of the Chat Group who participated using Chrome on their laptop who can save your group's Chat Transcript.** To save the Chat Transcript:

First, highlight with your cursor (in other words, select) ALL the content in the entire thread for that unit's Group Chat. Make sure you start your highlighting at the very beginning of that unit's Group Chat (i.e., the very beginning of that thread), and make sure you drag your cursor (and your highlighting) all the way to the very end of that unit's Group Chat.

You will be selecting **everything** in that thread: the text of the messages that were exchanged, the Chat Group members' names, and the time each member sent each message in that thread/Chat.

Second, while all the thread's content is still selected, right click anywhere in the highlighted/selected content. Make sure you're right-clicking in the highlighted/selected content and not elsewhere.

From the menu that appears when you right-click, pull down to **Print ...**

Then, from the Print menu, select **Save as PDF** as your Destination, click **Save**, and then name your PDF the name of the Group Chat thread, which must also include the full name of the Assignment number.

Therefore, your file name must look something like this:

Unit 3: Assignment #6 - The Replicators: Group X

or if you want to use underscores, something like this:

Unit\_3\_Assignment\_#6\_The\_Replicators\_Group\_X

Check your PDF to make sure it contains the complete transcript of that unit's Chat (the entire thread). If the PDF doesn't contain everything in the thread (i.e., that unit's Chat), remake the PDF.

Finally, to attach (and post) the Chat Transcript PDF to the Discussion Board:

- (1) Click on the Discussion Board link in the Unit page for the assignment (e.g., "Go to [Unit 3: Assignment #6 Discussion Board](#)").
- (2) Look underneath the text box where you typically type (or paste into) the Discussion Board, and you will see the "Attach" tool; it is the word "Attach" preceded by a paperclip icon.
- (3) Click on the "Attach" tool. Browse to the .pdf on your laptop/tablet and select your .pdf file.
- (4) Upload your .pdf file.
- (5) Then click on "Post Reply."
- (6) **DO NOT** attach your Chat Transcript PDF by using the "Files" menu option on the left-hand side of the Discussion Board. Instead, use only the "Attach" tool that is found underneath the Discussion Board text box.

