

# CLASSROOM SALON QUICK START: STUDENTS

## Set Up Your Account and Profile

1. Go to [www.classroomsalon.org](http://www.classroomsalon.org).
2. Click on the **Sign Up** link beneath the Email text box.
3. Enter your name, your email address (which will become your login), and a password of your own creation (which will become your login password).

*Note: Many professors set up private class salons, and they will need to approve you before you can join. Make sure you use a name and/or email address your professor is likely to recognize!*

4. For the registration code, enter `popcity`
5. Log in using your email address and password.
6. To add a picture to your profile, from the **Home** page, click **Edit My Profile** in the left menu, **Browse** for the picture on your computer and click **upload**.

Use **Edit my Profile** to change your name, e-mail address, password or picture at any point.

## Join the Salon for Your Class

There are two ways to do this. In both cases, you will need to set up your login and password first.

Method A:

1. Click **Join an Existing Salon** in the left menu on the **Home** page.
2. Search for the salon name "Psych203" or salon id "1212."
3. Click **Join>>**. Prof. Cassidy will get an e-mail alert and approve your request.

Method B:

1. Go to <http://classroomsalon.org/redirect/redirect.aspx?action=viewSalon&id=1212>
2. Log in with the login and password you set up.
3. Click **Join>>**. Prof. Cassidy will get an e-mail alert and approve your request.

## Annotate and Respond to Questions about Documents

Once you have registered and joined the salon for this course, you are ready to start looking at and commenting on the documents Professor Cassidy has posted.

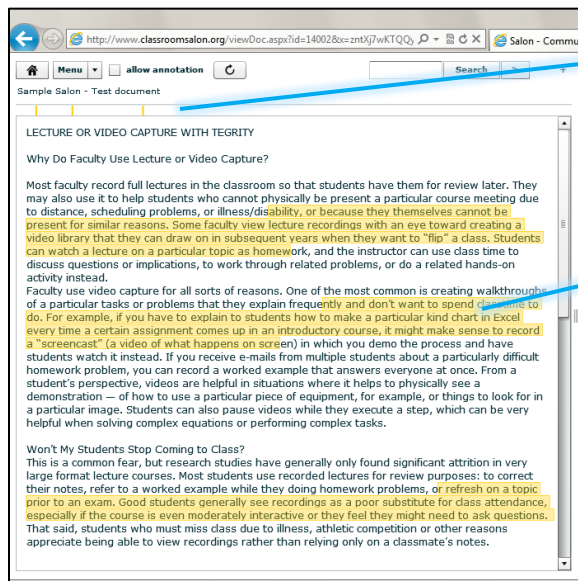
1. From your **Home** page, click **My Salons** in left menu.
2. On the list of salons, choose **Psych203**.
3. Look for the **Tasks/Documents in this Salon** list. The icons next to each document in the list allow you to do different things with that document.



4. Click on the Annotate mode icon, and use the tags, make comments respond to questions in the way that your professor requested.
  - To add a tag or annotation:
    - i. Highlight the part of the text you want to tag or annotate. A small window should pop-up; if not, click the **New Annotation ...** bar in the bottom right to launch it.
    - ii. Choose a tag from the drop-down menu or “General” if this is just a note.
    - iii. Add a comment about your tag or note in the text box (required).
    - iv. Use the slider bar to indicate how important this passage, tag, or note is.
    - v. Click **Save**.
  - To respond to questions:
    - i. Click the **Respond** tab in the top right.
    - ii. Choose a question and click the **Answer** button.
    - iii. Type (or cut and paste) a response to the question in the box under **Response**.
    - iv. If you want to point to passages in the text that support your response, highlight them in the text window, and click **Append to Response**. (Classroom Salon calls these “breadcrumbs” — if you want to delete one, select it from the list under **Breadcrumbs** and click **Remove Selected Breadcrumb**.)
    - v. Click **Save Response**.
5. To view and comment on what salon members (including yourself and your professor) are saying about this document, use the **Menu** dropdown menu in the upper left to switch to View mode.
6. Click the home icon to return to your Home page.

## Read and Comment on Annotations

View mode aggregates all of the annotations and responses to a document on the document itself. The highlighted areas are sections of the text that people have annotated or cited in a question — the darker the highlight, the more people have tagged that particular spot.



This bar provides an overview of where comments are in the document. Each line represents a place where salon members have added annotations, tags, and comments. The darker the line, the more discussion going on there.

Highlighting marks places where salon members have added annotations, tags, and comments. The darker the highlighting, the more discussion going on there.

**Filtering by tags:** Click the **Tags** tab in the pane to the right and click on a tag to highlight only the annotations associated with that tag. Click **General** to see untagged annotations, and **Show All** to see everything.

To view and discuss annotations:

1. Click on the bar or a highlighted area to see annotations associated with that part of the document.
2. If you want to add a comment to the thread, click **Join this Discussion**. Type in your comment, and click **Save and Refresh**.
3. To respond to a specific comment made by another salon member, click the arrow icon beneath that comment, type in your response, and click **Save and Refresh**.

You can edit your comments and annotations while in View mode. (You will see an **Edit** button when viewing your own contributions; click this to change the text, and then click **Save and Refresh**.) If you need to delete an annotation, click **Menu** in the upper left, and choose the **Annotate** (pen) icon to switch to Annotate mode, click on the annotation you want to delete in the list on the right, click **Edit**, and then click **Delete Annotation**.

To view responses to questions:

1. Click the **Responses** tab on the right side of the screen.
2. Select a **Question** from the drop-down menu at the top of the window.
3. To view citations associated with responses to the question, click **Show all Breadcrumbs** to highly passages associated with *all* responses to this question or **Show this user's breadcrumbs** below a particular response to highlight citations for that particular response.