# CLASSROOM SALON QUICK START: INSTRUCTORS

## Set Up Your Account and Profile

1. Go to 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).

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.

## Create a Salon for Your Course and Invite Students to Join

First, create a new salon for your students:

1. Click **Start a Salon >>** in the **Quickstart** menu on the left.

2. Give your salon a name and a short description. Make sure it is a name your students will recognize.

3. Determine who can view and join your salon:

   - The default setting is "Anybody can join this salon," which means the salon is visible to all users of Classroom Salon, and all of those users can join.

   - Choose "Nobody can join this Salon without your approval" if you want to limit membership in the salon, and the visibility of salon discussions and comments to students in your course.

4. Click **Start Salon >>**.

When you create a new salon you are immediately taken to the settings page for that salon. You can return to this page and adjust these settings any point by 1) bringing up a list of your salons (click **My Salons >>** in the **Quickstart** menu OR click SALONS in the top menu bar and choose SEE ALL OF YOUR SALONS), and 2) clicking on the name of a salon.

To join your salon, students will need to go to Classroom Salon, create an account, and then find your salon. The *Classroom Salon Student Quick Start Guide* has instructions on getting an account, logging in and using the interface. Feel free to share this with your students. They will also need at least one of the following pieces of information: the URL for the salon (found in the gray SHARE THIS SALON box on the salon settings page), the salon name, or the salon ID (both found in the gray ABOUT THIS SALON box on the salon settings page).

If you created a public salon that anyone can join, there are no further steps. If you created a private salon, you will receive e-mail alerts when students ask to join your salon and you will need to approve their requests in order for them to become members. (Don't worry about missing some of these e-mail alerts — you can see the same information by logging into Classroom Salon.)

To approve requests to join a salon:

1. Open the settings page for that salon (from the **Home** page, click **My Salons >>** on the **Quickstart** menu, and choose the salon from the list).

2. Scroll down to the gray MANAGE THIS SALON'S USERS box.

3. The first list in this box contains all pending requests. Check the box next to the names of requests you wish to approve and click **Add>>** to allow them to join your salon.

If you ever need to remove a participant from a salon, check the box next to their name in the second list of approved users, and click **Remove>>**.

## Upload Documents for Students to Discuss

1. On the left menu, click **My Documents**.

2. The box on the left lists the documents you have posted; click **Create a New Document >>**.

3. Adjust the settings for the document:

    a. If the **Settings** window on the right is not open, click on the gray bar labeled **Settings** to open it.

    b. Give your document a title and a description/abstract.

    c. Select a Salon if you want to immediately publish the document to one of your salons.

       *Note: Once you publish a document to a Salon, **you can no longer edit the text**. (You can still add questions and tags, however.) Don't publish unless you know you won't need to make changes.*

4. Next, import your text into the **Document Text** box on the left in one of three ways:

    a. Copy the text and paste it into the box, OR

    b. Type text directly into the box, OR

    c. Import text from a Word DOC: click the Browse button to locate the file on your computer, then click **Import Text >>**. *(Note that this will not import any embedded images or graphs as well; you will need to add those as images manually.)*

5. You can edit the text using the toolbar beneath the text window:
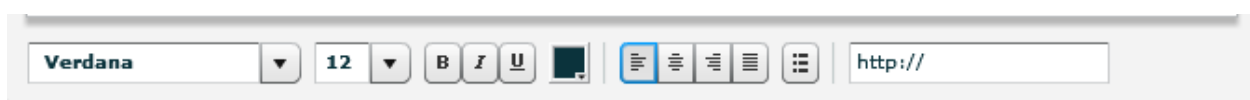


6. To add a link to your document:

    a.   Highlight the text you that will be the link

    b.   Type or paste a URL into the box at the right of the document editing toolbar. (**http://** appears in the box by default, but it will be grayed out until you highlight text.)

7.   To add an image to a document:

> *Note: There is currently no way to delete images once you've added them, so if you make any mistakes you will need to start over. I recommend making a COPY of your document before adding an image, especially if you have already added images or made significant edits to the text.*

    a.   Click the **images >>** button above the upper right corner of the Document Text window.

    b.   This maximizes the Images window on right, which lists all of the images you have uploaded. (You can also click on the gray **Images** bar to open it.)

    c.   To add an image to this list, click **Upload Images** button, find it on your computer, and click **Open**.

    d.   Select the image you want to add to your document (you may need to click the **refresh** button to see it), and then click **Insert Selected Image**.

8.   When you are finished setting up your document, click the **Finish and Create New Task/Document** button in the bottom right.

## Add Tags and Questions

You can add tags and questions to a document using the Task/Document Manager. When you finish creating a document, you are taken immediately to the Task/Document Manager page for that document. If you want to add questions in tags to a document you posted earlier, you can open it in the Document/Task Manager, by clicking **My Documents** on the **Quickstart** menu, locating your document in the My Documents list, and clicking the gear/Manage documents icon.
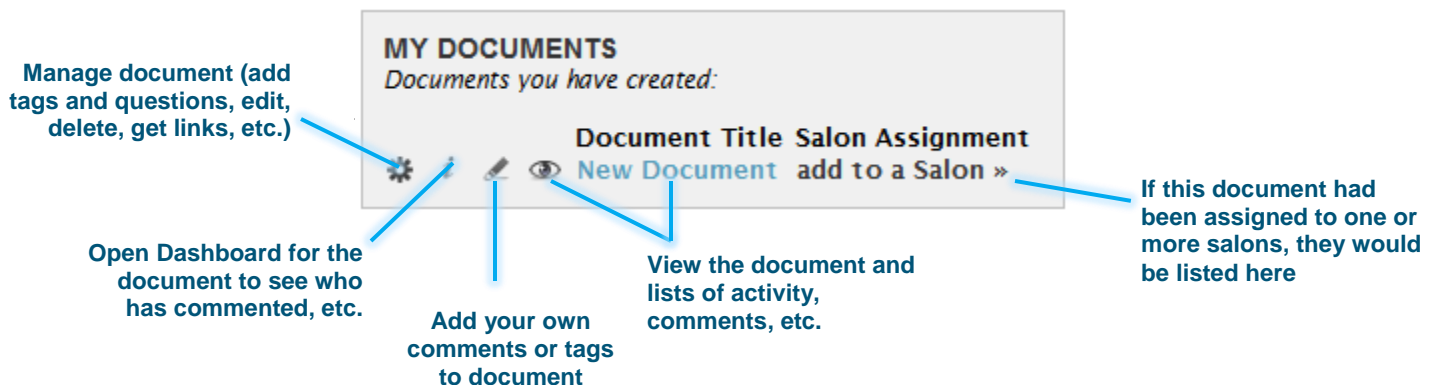


A *tag* is essentially a bookmark that you and your students can use to call attention to or label different parts of a text. So, for example, if wanted to alert students to important parts of the text, you might create a "Read carefully" tag. Or you might set up a tag for your students to use to indicate passages they want to discuss in class or that connect to another reading. If you are reviewing paper drafts, you might set up

tags like "Thesis," "Unclear," "Passive voice," etc. Both you and your students will be able to add comments explaining each instance where they use a tag, so the tag itself can be brief and general. A *question* is something that you would like to ask students about the text. They will be able to highlight portions of the text that illustrate or support their answer and attach links to their answer.

To add a tag or question, type it into the appropriate box on the left side of the Document/Task Manager window and click "Add." Note that Classroom Salon uses a "General" tag to categories comments that you or students add, but do not assign a specific tag. Don't delete this tag.

**Tags**

Do Not Remove General Tag

| | Add |
| --- | --- |
| General | Delete |
| Confusing | Delete |
| Discuss in class | Delete |
| Connects to Jones reading | Delete |

**Questions**

Add
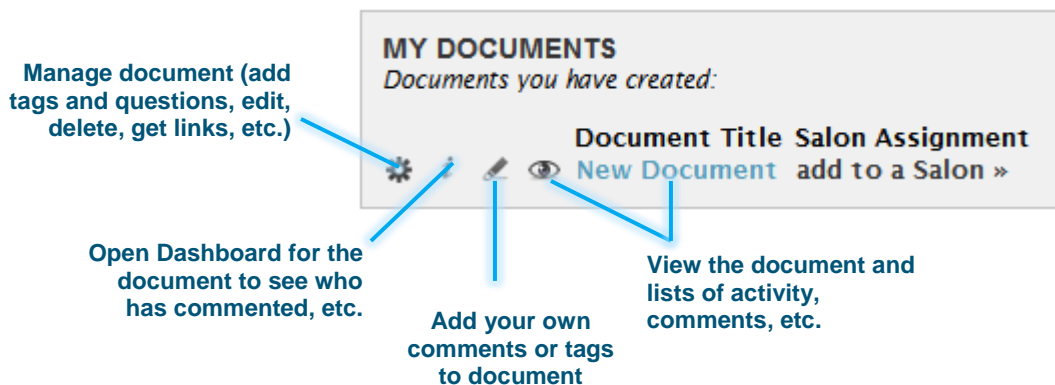
What assumptions does this author makes when framing her argument? Are these valid assumptions?    Delete

## Applying Tags to a Document (Optional)

You can use any of the tags you've created to flag and comments on parts of a document for your students. You will need to do this from the main My Documents screen, using the pencil "Annotate" icon.

(If you are still in the Task/Document Manager) click the blue << Return to My Tasks/Documents button at the top of the page to get back to the My Documents window.)

**MY DOCUMENTS**
*Documents you have created:*

Manage document (add tags and questions, edit, delete, get links, etc.)

**Document Title Salon Assignment**
New Document  add to a Salon »

Open Dashboard for the document to see who has commented, etc.

Add your own comments or tags to document

View the document and lists of activity, comments, etc.

Once you've clicked on the Annotate (pencil) icon, you will see a page with two windows. On the left is your text. On the right is a window with the tabs Annotate, which lists your comments and tags, and Respond, which lists the questions associated with this text. (This is essentially the same window your students see when they annotate a document.)

To add a tag and/or note:

1. Highlight the part of the text you want to tag or annotate. A small window should pop-up above the text where you can enter your comment; if not, click the **New Annotation …** bar in the bottom right.

2. Choose a tag from the drop-down menu, or "General" if this is just a note.

3. Add a comment in the text box.

4. Use the slider bar to indicate how important this passage and comment is. Classroom Salon will use this feature to filter comments for importance, if you decide to do so.

5. Click **Save**.

When you are finished annotating your document, click the **Home** icon to return to your homepage.

## Assigning a Document to a Salon

If you haven't already done so when you created the document, you will need to add your document to a Salon (class) in the **Task/Document Manager** so your students can see it.

1. Click on **My Documents** in the left hand menu on your **Home** page, and click the gear icon next to a document to open it in the **Task/Document Manager**.

2. Under **Put Task/Document into a Salon**, choose a salon from the drop down menu and click **Add to Salon**.

## Setting Access Times

You can set access times for a document to limit the period in which students can view and comment on a document in the **Task/Document Manager**. This might be useful, for example, if you want to upload all of your documents at once, but want to hide those used later in the class, or if you want to give students a deadline for entering comments and answering questions.

1. Click on **My Documents** in the left hand menu on your **Home** page to see the list of your documents (if you haven't already).

2. Click on the gear icon next to the document you want to set times for in order to open it in the **Task/Document Manager**.

3. Under **Task/Document Access Date and Time**:

    a. Enter start and end dates and times under **View Mode** to control when students can see the document.

    b. Enter start and end dates and times under **Participation Mode** to control when students can add comments to the document and answer questions.

4. Click Update to apply your changes.

Note that the time you indicate is the server time, which, since the server is located in Pittsburgh, is Eastern Standard Time. The current server time is listed at the top of this box so you can calculate how many hours of difference you need to figure in if you are in a different time zone.

## 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.
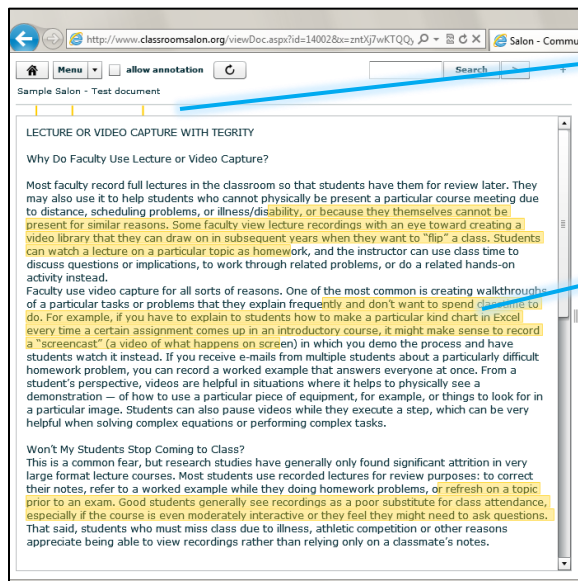


This **bar** provides an overview of where comments are in the document. Each line represents a place where salon members have added annotations, tags, and comments. The darker the line, the more discussion happening there.

**Highlighting** marks places where salon members have added annotations, tags, and comments. The darker the high-lighting, the more discussion happening 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.