

FOR-PD Project >> Hello everyone. Welcome to tonight's Technology Help Chat. At tonight's chat, you will have the opportunity to ask questions and receive answers about technology used in the course.

FOR-PD Project >> We'll also be covering content related questions during the second half of the chat.

FOR-PD Project >> The chat will be an hour long and conclude at 8:00 P.M.

FOR-PD Project >> I would like to introduce members of the FORPD staff that are present in tonight's chat.

FOR-PD Project >> Melanie Edwards is our Webmaster and Tech Specialist.

FOR-PD Project >> Lourdes Smith is our Reading Specialist.

FOR-PD Project >> I would like to go over the chat protocol for tonight's chat. Please make sure you follow the protocol as this makes the chat flow more smoothly.

FOR-PD Project >> The Exclamation Point - !

FOR-PD Project >> An exclamation point is like raising your hand. Type this symbol whenever you have a question or a comment related to what is being discussed. The moderator will acknowledge you and you can then ask your question.

FOR-PD Project >> The Pound Sign - #

FOR-PD Project >> A pound sign indicates that you are finished typing your question or comment. Use this symbol when you are finished with your thought to indicate that you are finished typing.

FOR-PD Project >> The Ellipse - . . .

FOR-PD Project >> Use the Ellipse when you have a great deal to type so you do not keep participants waiting to read your entire thought. By breaking your comment up, you let participants know you are actively doing something rather

FOR-PD Project >> To type in the chat window you must type in the white box below ENTER YOUR MESSAGE HERE and then hit the enter button. What you have typed will show up in the chat window.

FOR-PD Project >> As I said earlier, this chat will cover technology/content issues and questions. Please make sure you follow the chat protocol if you have a question to ask or something to say.

FOR-PD Project >> If there are no questions, I will go ahead and hand things over to Lou and Melanie.

Melanie >> Hello everyone

Melanie >> There are a few things we'd like to point out before we take questions.

Melanie >> As you're getting started with the course and into your second week, please be sure you have fully read over Lesson 1...

Melanie >> It contains important information about all of the tools used in the course...

Melanie >> where to find information...

Melanie >> and how to submit assignments...

Melanie >> you can always access Lesson 1, so if you ever need to come back to the information and review it, it is there for your reference...

Melanie >> We also provide tutorials troubleshooting tips within the course that may be useful...

Melanie >> all of this can be accessed from the course menu on the left...

Melanie >> A popular question we receive is how to submit the literacy log...

Melanie >> the literacy log is submitted through the quiz tool...

Melanie >> although it is not a quiz, it is the only way we could put it online for you to submit...

Melanie >> Again, Lesson 1 has a section dedicated to the literacy log that explains where to find the assignment and how to complete it...

Melanie >> Of course, if you find yourself "stuck", you can always contact your facilitator who can guide you through assignments and help you in understanding the content...

Melanie >> additionally, you can contact the help desk for technical questions..

Melanie >> or our Reading Specialist for content/assignment concerns...

Melanie >> We can now take technical questions you may have...

Melanie >> Please save any content/assignment questions for Lourdes in the second half hour...

Melanie >> Remember to use the exclamation point (!)...

Melanie >> #

Alexa >> !



Melanie >> yes, Alexa

Alexa >> Sometimes when I print things, the right edge of the page is cut off. How can this be fixed?

Melanie >> if you're printing lesson content, the best way to do so is to use the "print lessons" link in the course menu...

Alexa >> this occurred when I printed the rubric

Melanie >> this uses the compile tool to compile the content you wish to print

Melanie >> you can even print a single page using this tool...

Jonathan >> !

Melanie >> that way it comes up in a print-friendly format in your browser for you to print...

Melanie >> you can also copy/paste into a word processor and print from there...

Alexa >> ok, I read about that, thanks#

Melanie >> this will avoid text being cut off, you're welcome Alexa

Melanie >> Jonathan?

Linda >> !

Jonathan >> If I go to the quiz section to access the strategy organizer, that will not count against a quiz correct?#

Lourdes >> Please remember this is not an open chat, please wait to be called on if you have a question or comment

Lavinia >> !

Frances >> Is anyone here?

Melanie >> if you access a literacy log within the quiz section, it will not count against your quiz attempts...

Melanie >> the literacy logs can be completed multiple times#

Jonathan >> Thanks#

Melanie >> no problem



Melanie >> Linda?

Linda >> I had the same problem with pages getting cut off and I DID use the "print lessons" option. Also tried changing margins, but it didn't solve the problem. Is there a shorter way than copying and pasting everything?

Frances >> !

Melanie >> hmmm...

Melanie >> you can try to adjust the settings in your browser's print option, sometimes you have to designate a "fit to window" setting...

Melanie >> to avoid it getting cut off...

maria >> !

Melanie >> unfortunately the print lessons option is currently the best way to print content.#

Linda >> Tried "fit to window too" but thanks, I just wrote in the parts that were cut off#

Iris >> Good Evening

Melanie >> ok, sorry you're having trouble with that.

Melanie >> Lavinia, your question?

Melanie >> Lavinia?

Iris >> !

Lavinia >> Is there any way to print the pre- course survey to see your wrong answer

Melanie >> well while Lavinia types her question, why don't we go to Frances?

Melanie >> Lavinia, yes...

Lavinia >> is there any way to print pre-course survey

Frances >> When does the logs get graded?

Melanie >> you can go back to the quiz section and click on the view scores button next to the quiz you want to see...



Melanie >> You'll then be able to view your submission along with your answers and feedback.#

Frances >> I did and it said "graded" but 0 for a grad?

Lavinia >> but I try to do it with the survey and nothing there

Melanie >> hold on Frances, I'll be with you in a sec...

Melanie >> Lavinia, unfortunately you cannot do this with the pre-course survey

Melanie >> but you will be able to do so with other quizzes

Lavinia >> ok thanks

Melanie >> once you complete the post-course survey at the end of the course, you'll gain access to the correct answers.#

Melanie >> ok, Frances...

Melanie >> the lit log gets one big grade at the end of the course for all the lessons combined...

Melanie >> for each lesson, your facilitator will provide feedback...

Frances >> My question is-- It says "graded" but then it looks like I got "o" or "0" /"0"

Melanie >> the 0 you're seeing just means it was correctly submitted

Lisa >> !

Frances >> ok

Melanie >> ok, Maria, your question?

maria >> when I printed some of the supplemental material I got everything spread out..

maria >> over many pages and alot of blank boxes where there was text..

maria >> specifically the act college and workforces treating readiness article#

Melanie >> you mean some of the material provided through links?

maria >> yes



Melanie >> unfortunately, we don't have control over those pages since they are outside resources not maintained by FOR-PD...

maria >> is there a better way to print them so that all the info comes through.

Melanie >> you can try to play around with your print settings or copy/paste some of the material into a word processor and print from there#

Lourdes >> If you just arrived, please remember to use the ! symbol and wait to be called upon to ask a question or make a comment...thank you

maria >> ok will try-thanks#

Tamara >> !

Melanie >> Iris, your question?

Iris >> o.k.

Jean >> !

Frances >> !

Melanie >> Tamara's question will be the last one we take on technical issues, we'll then move to content questions

Melanie >> first Iris

Melanie >> then Lisa, then Tamara

Melanie >> thank you

Tamara >> After you posted something, can you unpost it if you make a mistake

Iris >> where do we find the reading material for lesson 2

Tamara >> #

Melanie >> Tamara hold that thought...

Melanie >> iris...

Iris >> yes



Melanie >> All of the lesson content can be found by clicking on the lessons link in the course menu...

Melanie >> you'll then see a table of contents listing lessons 1-14

Melanie >> each link takes you to that lesson's content and reading material#

Iris >> I am talking about the actual sources

Lourdes >> Iris, do you mean the outside resources or the online text of the course?

Iris >> both

Lourdes >> On the menu bar of the course, the light blue column to the left, there is a link to "lessons"

Lourdes >> it is there that you will access all the lessons

Iris >> thanks, I will try that.

Lourdes >> once you click on lesson 2, it will provide you a listing of each section

Iris >> thanks.

Shamar Johnson (shamarjohnson)>> !

Lourdes >> #

Melanie >> Lisa your question?

Lisa >> Will the lit. log assignments be posted at the end of each lesson?

Melanie >> the lit log assignment is explained on the Introduction page of each lesson

Melanie >> you will also find it listed on the assignments page#

Lisa >> was there one for lesson 1 that I didn't see?

Carol >> ok,thanks

Melanie >> no, there was no lit log assignment for lesson 1#

Melanie >> ok and Tamara...

Lisa >> whew! Thanks. So after we see an assignment we go under quiz/lit.log and submit our response?



maria >> !

Melanie >> for the quiz and the lit log, the discussion assignment is submitted on the discussion board.#

Tamara >> Can you unpost something if you made a mistake?

Melanie >> Tamara, once you've posted to the discussion board, you cannot delete or revise your original posting...

Melanie >> you can revise by replying to yourself and let your facilitator know.

Tamara >> Thanks#

Stephanie >> !

Frances >> !

Melanie >> ok, well I'm going to turn it over to Lourdes, our reading specialist

Melanie >> he will take content/assignment questions

Melanie >> if you have any other technical questions, please contact our help desk.#

Lourdes >> Hello

Carol >> hello!

Lourdes >> My name is Lourdes Smith and I'm the reading specialist at FOR-PD. I handle participant and content issues.

Shamar >> !

Sherry >> Good evening!

Aileen >> hello

maria >> !

Mateland >> Hello

Lourdes >> As Melanie and Richard, please remember to use the ! sign in order to be called on.

Richard >> What exactly is the lit log?



Frances >> !

Lourdes >> Before we begin with content questions, I want to remind everyone to please review the biweekly that is sent out every two weeks to assist you...

Richard >> and what are we suppose to do for it?

Lourdes >> if you did not receive it, you can find it on our website at http://www.forpd.ucf.edu/biweekly/spring2008/sp08_email1.html

Frances >> !

Lourdes >> Besides the importance of reading lesson 1, I cannot stress to you the importance of reading ALL of the lessons.

Lourdes >> And, it is also important for you to remember our 7 week rule

Melanie >> Please remember this is not an open chat.

Lourdes >> if a participant falls behind 7 or more lessons, they will be automatically removed from the course.

Melanie >> Please wait for Lourdes to call on you and use the ! if you have a question.

Lourdes >> Okay, let's start with Frances, what was your question.

Frances >> My question is "how do we pick partners " now?

Carol >> !

Lourdes >> If you have not already found some group members, the best suggestion I have is to use either the help board or email some folks you found interesting from his/her meet me here's and contact them via course mail.

Stephanie >> In lesson 1, we were asked to choose 2 colleagues to work with. Do we have to find two people or can we meet with only one person ?

Lourdes >> You will need partner for the lesson 2 and lesson 10 lit logs and also the lesson 5 discussion assignment.

Lourdes >> #

Lourdes >> Carol?

Mina >> !



Melanie >> !

Shamar >> !

Lourdes >> While we wait for Carol, please remember to use the ! symbol and wait to be called on before asking a question.

Lourdes >> Carol, did you have a question we could help you with?

Carol >> The partner-finding is difficult if no one responds

Aileen >> !

Lourdes >> It can be, and if it is, you should contact your facilitator as other may have contacted him/her for the same reason.

Carol >> I am slow at this, and feel I am getting lost FAST!
Sherry Reber (sherryreber)>> !

Lourdes >> Carol, we are always here for you, for the chat here tonight we will post a transcript for all to read.

Carol >> The reading will take me much longer than a week

Lourdes >> As for the course, it is important to use skimming and scanning as described in lesson 1.

Carol >> For each Lesson.

Mateland >> !

Rebecca >> !

Lourdes >> Aileen, I think you are next.

Iris >> !

Aileen >> I am sorry to go back to an old question but for the groups can we have one partner, and I am being sent different messages and websites but cannot open them during the chat, what can I do?

Lourdes >> Yes, I think there are some sending URLs instead of messages. To send a message in the chat, type in the enter message box and hit enter

Melanie >> About the messages, they are mistakes from other chat participants, please ignore them.



Lourdes >> As for the partners, you can have 2-3 partners, but at least 1 is needed.

Aileen >> Thank you very much .

Lourdes >> You will need partners for lesson 2 lit log, lesson 10 lit log, and lesson 5 discussion.

Frank >> !

Lourdes >> You're Welcome. Sherry, you're next

Sherry >> I am feeling overwhelmed with all the messages flying by. The chat protocol is helping and the directions. Thank you.

Lourdes >> You're welcome and thank you for your patience and use of the protocol. We will post a transcript afterwards for everyone to view.

Lourdes >> Mateland, you're next.

Mateland >> In a nut shell what would you say are the reading reminders?

Lourdes >> That's a good question. Think of them as basic summaries of the important points of the lesson.

maria >> !

Lourdes >> They are written for both the course and used on our website to help all understand some basic dimensions of reading instruction.

Lourdes >> Does that help, Mateland?

Mateland >> yes that helps alot

Lourdes >> Rebecca P., you're turn.

Rebecca >> Are we allowed to partner with someone who has a different instructor#

Lourdes >> It is best to partner with someone from your own group. If you are in need, you can contact your facilitator and ask them permission. But, we highly encourage you to use someone in your own group#

TERYL >> !

Lourdes >> Iris, you're next. How can we help you?

Iris >> I need help finding a partner

Lourdes >> Yes, the best way is to post a request in the help board of your course and see who responds or contact some folks in your section via course mail.

Sherry >> !

Lourdes >> As I wrote, it is best you use a partner from your section. If you wish to find a partner in another section you will need permission from your facilitator.

Iris >> !

Lourdes >> Frank, you're next.

Frank >> are we allowed to partner up with teachers at the same school?

Frank >> #

Lourdes >> If that teacher is in your section, I would say yes. If not, you will need to contact your facilitator for special permission.

Lourdes >> Maria, how can we assist you?

maria >> is there an area like this chat where we can meet and form partnerships for this course? or just have general discussions, ask questions etc?

Frank >> thanks

Lourdes >> Anthony, remember to type in the message box and press enter to send a message to us...

Ann >> How long should it take to take the quizzes and what are the consequences if you do not pass it the third time around like 80% the third time around on 2 what should we do.

Lourdes >> Yes! Every course has a set of chat rooms where you can meet to discuss the course, questions, or partnerships. You can view a tutorial on them in lesson 1. Very good question, Maria.

Mateland >> !

maria >> ok I've been looking on lesson 1 and can't seem to see the information-please help#

Lourdes >> Ann, you have all the time you need to take a quiz in one sitting. But, you can only take each quiz up to three times to pass. If you do not pass the third time, you should contact your facilitator for assistance with the content.

Lourdes >> Mateland, you're next



Lourdes >> !

Mateland >> When having a discussion is this discussion between your partner or is it with all the participants?

Lourdes >> I see that many of you are looking for partners. This is a chat for ALL sections of FOR-PD. Please remember to look in your own section for a partner.

Lourdes >> If you're in a chat, it will be with whomever you want it to be with in that room. When you post a discussion, everyone in the course can see it. You will need to post a discussion for your meeting with a partner in lesson 5.

Lourdes >> Lourdes?

Carol >> !

TERYL >> !

Mateland >> Thank you Lourdes

Lourdes >> I was going to address the partner issue but you took care of it. Thank you.

Lourdes >> no problem

Lourdes >> Ok

Lourdes >> Carol and then we'll finish with Teryl

Lourdes >> Carol, go ahead.

Lourdes >> Carol? did you have a question?

Lourdes >> Teryl, go ahead with your question.

TERYL >> I sent out emails for partners with no response; can I go ahead and complete the "L" part of KWL by myself?...

Carol >> Can a list of more specific guidelines be provided for the partnership and the goals or objectives of this activity?

Carol >> #

Lourdes >> You should contact your facilitator directly and let him/her know about the situation. They may have



folks on a list they can put with you to complete the assignment#

TERYL >> Also, is the Reflection Journal the same as the Literacy Log for Lesson 2?#

Lourdes >> Carol, you mean lesson 2 KWL lit log?

Carol >> No

Richard >> !

Carol >> I mean I am confused as to how to work with a partner and what are we expected to accomplish...

Lourdes >> For lesson 2, after you complete the KWL on your own, you will get with partners to discuss what you learned. You can do this via a chat or email. You may have all learned something different or all the same. The goal is communication and discussion.

Carol >> What are the expectations? And why MUST we complete it with a partner?

Lourdes >> For lesson 10, you will also work with a partner to discuss together, before completing your literacy log, the differences between content literacy and reading instruction.

Carol >> #

Lourdes >> The expectations is to work and learn from a partner or partners. The anticipation is that we can all learn together.

Carol >> !

Lourdes >> AT this time we must close the online chat but we will be back on Thursday for further discussion. If you would like to email myself at losmith@mail.ucf.edu, please feel free to do so.

Carol >> Is it required? Are we graded on this?

Lourdes >> you can also contact the helpdesk at forpdhelp@mail.ucf.edu

Carol >> #

Lourdes >> I will stay a few more minutes, up until 8:15 to answer a few more questions. The transcript up until 8pm will be posted

Iris >> Mateland and Geraldine, please email me. thanks.

Lourdes >> Carol, it is required for your literacy log assignment for lessons 2 and 10. It is required for both the literacy log and discussion for lesson 5.



Sherry >> !

Lourdes >> You do not have to have a partner for lessons 3, 4, 6, 7, 8, 9, 11, 12, 13 or 14

Mateland >> ok Iris

Lourdes >> Richard, are you still on?

Lourdes >> Sherry?

Lourdes >> go ahead

Richard >> yes

Sherry >> Can we find other teachers' names in our county from our facilitator who could meet face-to-face?

Lourdes >> You may want to ask your facilitator, or simply look at the meet me here discussions in lesson 1

Lourdes >> you should be able to find some email addresses there and see if anyone wants to meet.

Sherry >> Thank you. What does is mean when a person types only #?

Lourdes >> Richard, did you still have a question?

Lourdes >> that means they're finished with his/her thought#

maria >> !

Lourdes >> :)

maria >> !

Richard >> yes, what is the lit log, and what are we suppose to do for it?

Lourdes >> one of you assignments for the course is the literacy log.

Lourdes >> It is described in lesson 1, but will not begin until this week with lesson 2

Lourdes >> there are two parts

Lourdes >> a strategy and a reflection



Lourdes >> all the directions each literacy log are on each lesson's introduction page

Lourdes >> for lesson 2, the strategy is the KWL

Richard >> ok, does it have anything to do with the discussions

Lourdes >> you will need to input your KWL and reflection within the literacy log via the quiz tool

Lourdes >> yes, sometimes the discussion and the literacy log use one another

Richard >> ok, so it's pretty easy then?

Lourdes >> like, for lesson 2, you will complete the KWL, then use any other questions from the KWL to post a discussion and find resources via our resource database

Lourdes >> it's a little tricky at first, getting used to it, but after lesson 4 you'll be a pro

Lourdes >> If you need help, I can speak with you via phone or email, along with our help desk

Lourdes >> Maria, did you have a question

Richard >> I know that part I have completed my discussion for lesson 2 and know I am ready for the lit log.

maria >> No--was just answered

Lourdes >> You can do the order of the assignments in almost any order, but, it may be best to do the literacy log first, then the discussion, and then the quiz

Richard >> Ok, what is your phone number?

Lourdes >> that's just what we have found works best as sometimes you will need to complete the literacy log first in order to grasp the discussion better

Lourdes >> it's 407-384-2076

Lourdes >> I work 8-4 usually

Frances >> !

Lourdes >> Frances

Frances >> I did the lit log first, then posted, and now I am ? about the discussion -- as no one posted yet? I don't know if I did it correct either.



Lourdes >> hmmm

Lourdes >> if you are unsure, I would check with your facilitator and ask for support. It's what they are there for and I think they might be able to assure you or give you some help

Richard >> ok thanks

Frances >> ok thanks

Richard >> one last questions, is the lit log timed or is something that we can save on word and post

Lourdes >> for the discussion, Frances, as long as you have 3 different topics/questions and used the database to find good resources, then explained those resources, I think you should be fine

Frances >> ok#

Lourdes >> That is a very good question, Richard. I think doing it in a doc first is best. That way you have a file if something would get lost in cyber space.

Lourdes >> you do have unlimited time though

Lourdes >> but, it's best to be safe

Lourdes >> Geraldine, I think you might have a question

Lourdes >> remember to type in the message box, the white box, and hit enter to send a message

Lourdes >> if you hit send URL, we won't get it as it opens a new window

Richard >> Thanks so much for your help. Are you a student in this class also?

Lourdes >> No, I'm the FOR-PD Reading Specialist at the office

Lourdes >> it was a little busy tonight as the class just started

Lourdes >> but know we are here to help everyone as much as we can....

GERALDINE >> Is the lit log and the reflection log the same?#

Lourdes >> the literacy log has two parts, the reflection and the strategy

Richard >> ok, well you have been a huge help. thanks so much



Lourdes >> have a good night

Richard >> you do the same.

Iris >> !

Lourdes >> Iris, can I help you?

Iris >> Thanks for all your help.

Mateland >> !

Lourdes >> You're welcome. Email or call anytime

Lourdes >> we are here to help

Lourdes >> Mateland?

Mateland >> yes where can I get the information of what was said here tonight in this chat?

Lourdes >> yes, we will be posting that transcript hopefully by tomorrow via this link.
<http://www.forpd.ucf.edu/resources/chat.html#>

Mateland >> thank you

Lourdes >> you're welcome

Lourdes >> feel free to email us or come back on Thursday if you have further questions

Lourdes >> well, I'm going to head out now.

Lourdes >> goodnight everyone

Sherry >> Goodnight and thank you.