

How To

Do Various Things in PSY 210 (Gernsbacher & Andrews)

(To Read More About Each Topic Below, Click on the Title of the Topic)

General Tips

- [How To Control the Size of the Display on Your Screen](#)
- [How To Open a Link in a New Browser Window or Tab](#)
- [How to Access the Course Website](#)
- [How To Work on the Course Using a Mobile Device](#)

Discussion Board

- [How To Make a New Discussion Board Post](#)
- [How To Make a Reply to a Discussion Board Post](#)
- [How To Edit a Discussion Board Post](#)
- [How To Embed a YouTube Video into a Discussion Board Post](#)
- [How To Embed a URL into a Discussion Board Post](#)
- [How To Embed an Image into a Discussion Board Post](#)

- [How To Upload a Photo for Your Discussion Board Profile](#)
- [How To Turn On or Off Discussion Board Notifications](#)
- [How To Find Out Which Section You Are In](#)

GradeBook

- [How To Check the Points You've Earned in this Course](#)
- [How to Correct An Assignment and Notify the Instructor/TAs to Re-Score It](#)

Group Chats

- [How To Set Up a Chat Group's Chat Space on Your Laptop OR How To Set Up a Chat Group's Chat Space on Your Mobile Device](#)
- [How To Participate in a Group Chat on Your Laptop OR How To Participate in a Group Chat on Your Mobile Device](#)
- [How To Save and Attach a Chat Transcript](#)

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://online210.psych.wisc.edu> **Be sure to bookmark that URL.** Although this course uses Canvas for the Discussion Boards, Assignments, and Gradebook, do NOT try to access the Discussion Boards, Assignments or Gradebook directly through Canvas. Rather, ALWAYS GO TO THE COURSE WEBSITE (<https://online210.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.

[Return to List of Topics](#)

How To Make a New Discussion Board Post

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

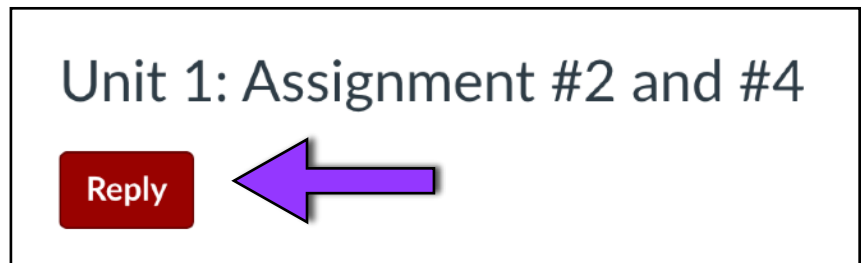
The reason why you won't have a menu tab on the Canvas Home Page for the entire Discussion Board is so you'll only go to a Canvas Discussion Board within the context of doing an assignment (rather than parachuting into a Discussion Board without first doing all the other things you are supposed to do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

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

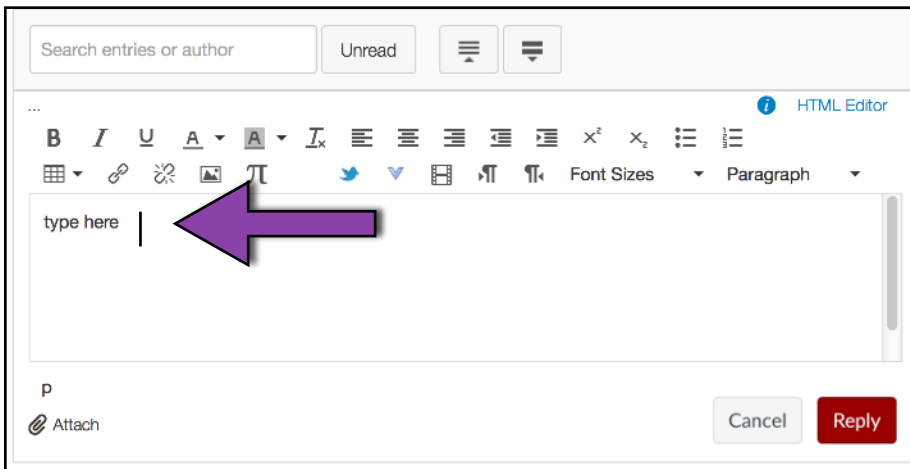
For example, the Assignment might say, “Go to the [Unit 1: Assignment #3 Discussion Board](#).” After you click on that link, you’ll be taken to the Discussion Board for Unit 1: Assignment #3. You might need to sign in with your NetID if you’re not already signed into Canvas.

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 INSTANCE** of **the word “Reply,”** and begin typing. In essence, you’re replying to the Discussion Board prompt, which is why you should click on **the VERY FIRST instance of the word “Reply.”**



As soon as you click **on the first instance of 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 make a new Discussion Board post, simply begin to type into the text box.



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. By extra blank lines, we mean more than one blank line between paragraphs

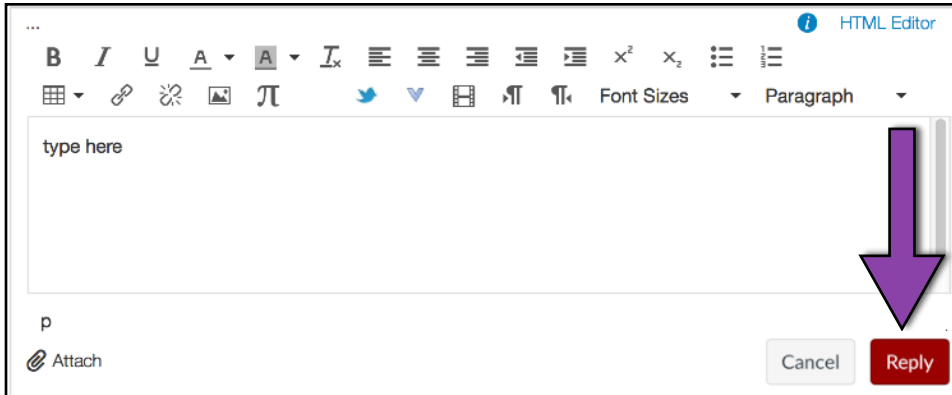
You must delete all the extra blank lines (beyond only one blank line).

Speaking of paragraph breaks, for all Discussion Board posts (and other documents for that matter), you should generously use paragraph breaks. On the Discussion Board, you can create a new paragraph by pressing enter/return **ONLY** once, which creates **one and only one blank line between paragraphs** ([see this mini-HowTo](#)).

[Return to List of Topics](#)

Paragraph breaks are important because no one likes to read a big blob 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.



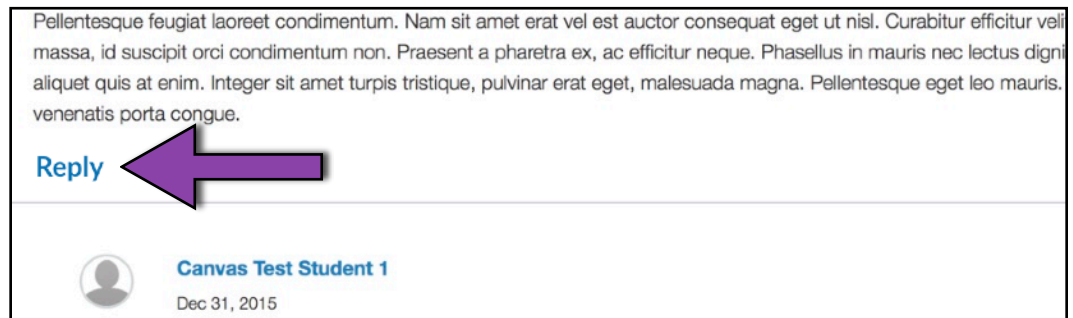
When you're finished making your Discussion Board post (either by typing or by copying/pasting what you have typed elsewhere), you must click "Reply" at the righthand bottom of the text box.

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 response/reply to a Discussion Board post, first find the post to which you want to reply.

Click on the BLUE word "Reply" that is at the end of the post to which you want to respond/reply, rather than clicking on the first instance of the 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 "Reply" in the righthand bottom of the box.

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 that need to be submitted have been submitted together (at one time)**. If you submit only part of an assignment that requires submitting multiple parts, the part you initially submit will be considered your initially submitted assignment, even if you submitted it before the due date or you submitted another part before the assignment was graded.

Similarly, if you re-post an assignment or add an additional part of an assignment (by making a repeated or 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 "Reply" (at the bottom of the text box), 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.**

[Return to List of Topics](#)

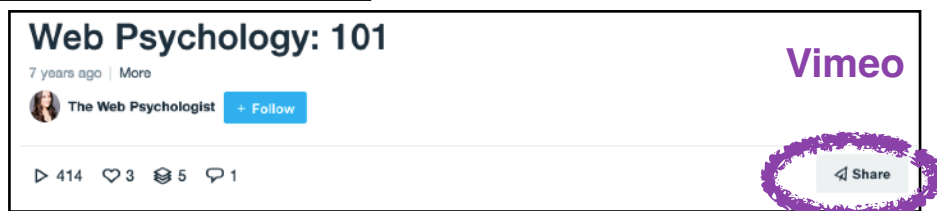
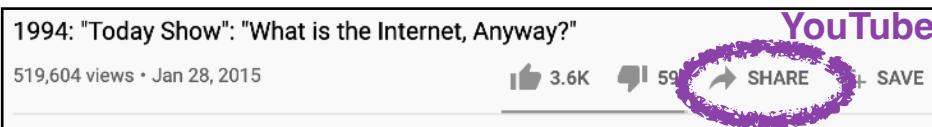
How To Embed a YouTube Video or Vimeo Video into a Discussion Board Post

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).

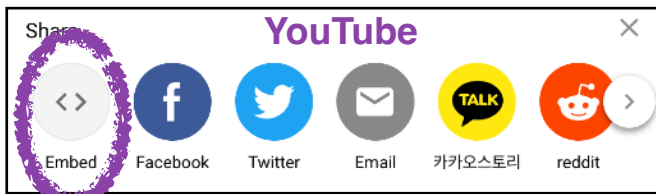
In this course, you need to embed a YouTube video into a Discussion Board post rather than copy and paste the YouTube video's URL into a Discussion Board post. On most platforms, if you simply copy and paste the URL of a YouTube video, then everyone who wants to watch that video has to click on that 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 the YouTube videos you post, right there, in your Discussion Board post. So, you'll make it easy for everyone to watch the YouTube or Vimeo videos you post by embedding them the following way.

After you've found the YouTube video or Vimeo video you want to embed, you'll need to copy that video's embed code. To do that, first click "Share."



Then, on YouTube click "Embed," or on Vimeo scroll down to the embed code.

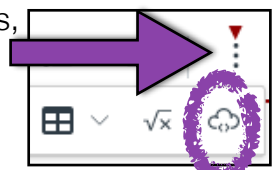


Next, select and copy the **entire** Embed Code, which is written in HTML and will start with the letters "<iframe."

After copying the video's **entire** Embed Code, return to your Discussion Board Post and select the Discussion Board's Embed Tool, which is located to the farthest right in the Discussion Board tool bar and looks like a cloud.



If you don't see the Embed (cloud-shaped) Tool, you might need to click on the three dots, which are called a hamburger menu, and then you'll see the Embed (cloud-shaped) Tool.



After you click on the Embed Tool, a pop-up window will appear into which you must paste the video's **entire** Embed Code. After pasting in the **entire** Embed Code, click "Submit" to embed the video. After that, you'll be returned to your Discussion Board post, and you'll see that a YouTube (or Vimeo) video has been embedded into your Discussion Board post !Lastly, but very importantly: **You MUST insert one blank line** under the embedded video, even if you're at the end of your post. Here's [a mini how-to](#) for how to make sure that you have inserted that blank line.

[Return to List of Topics](#)

How To Embed a URL into a Discussion Board Post

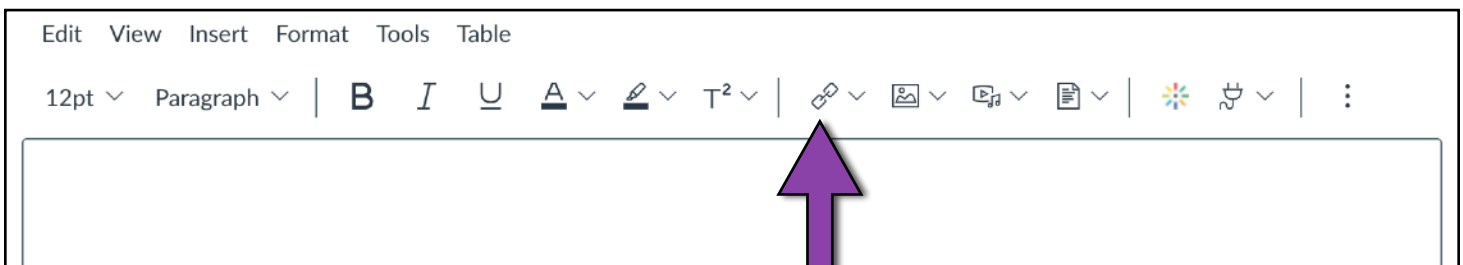
During the course, you will be required to embed links (URLs) to articles or other pieces of information on the Internet. Just as it's lazy to link to a YouTube video by simply copying and pasting the YouTube video's URL into your post (rather than going through the steps that will embed the YouTube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

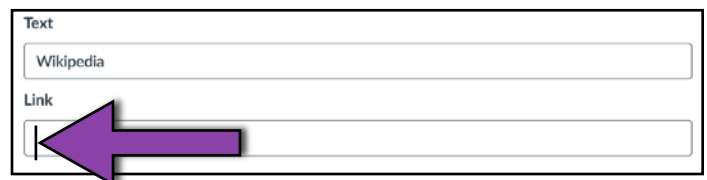
To embed a URL into a Discussion Board Post, first, type the text in your Discussion Board post that you want to be linked. For example, if you want to share the website, Wikipedia, type the word, Wikipedia.

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 Tool, which is the first icon in the third section of Discussion Board tools. The Link Tool icon looks like two links of a chain.



After you click on the Link Tool, choose "External Links," and a pop-up window will appear, asking you to paste or type a URL into the box labeled "Link." The text that you've already highlighted will also appear in the box labeled "Text." Then click "Done," and you'll be back on the Discussion Board.



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 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. That's **not** what you want. You want your embedded URLs to look like this example: "One of my favorite websites is [Wikipedia](#)." Although this example links only one word (e.g., [Wikipedia](#)), you can link entire phrases (e.g., "Look at this entry on [this entry on Wikipedia](#)") or sentences if you want to.

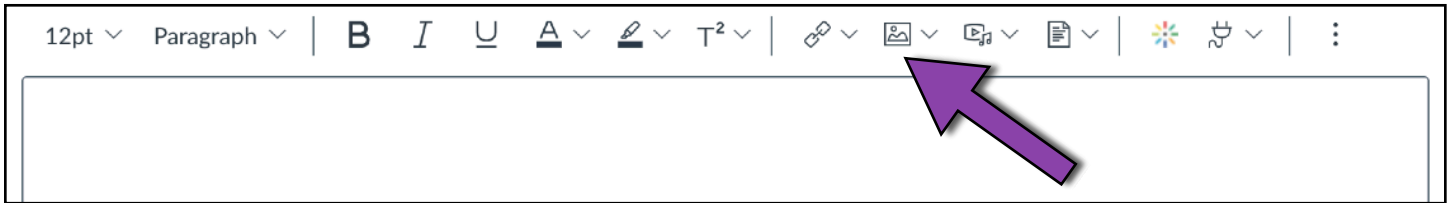
Lastly, you must test your embedded URLs **before you post** your Discussion Board post. Otherwise, your embedded URL might not link to what you want it to link to.

You can test any embedded URL 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 before submitting your Discussion Board post.

[Return to List of Topics](#)

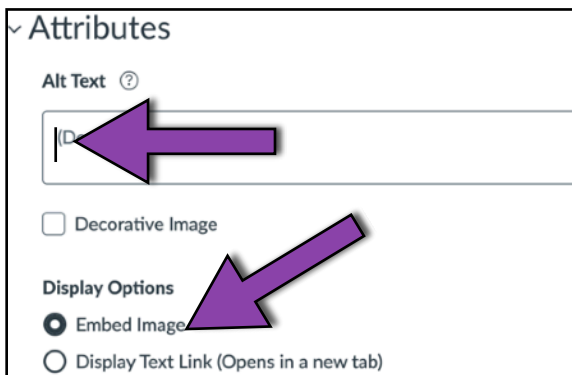
How To Embed an Image into a Discussion Board Post

Place your cursor in the spot in your Discussion Board post where you want the image to appear. Then, from the Discussion Board tool menu, click on the Insert Image Tool (which looks like a small photo).



Clicking on the Insert Image Tool will open a pop-up window where you can either drag and drop an image OR you can click on the image of the spaceship and browse your computer's files for the image you want to upload.

After you've uploaded your image, you must write a brief description of your image in the "Alt text" box under Attributes. Writing an image description will make your image accessible to other students. Also, make sure that "Embed Image" is selected under the Display Options.

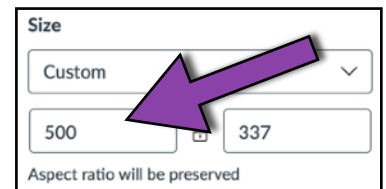


Next, click "Submit," and your image will be embedded into your Discussion Board post. (Don't worry: Your actual Discussion Board post won't be submitted, just your image!)

Finally, the last and very important thing you need to do is size the image you have embedded. 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 any image, first, click on the image in your Discussion Board post, and then click on "Image Options." A pop-up menu will appear. At the bottom of the pop-up menu under Size, change one or both dimensions of your image if **either** dimension is greater than 500. Then, click "Done."



IMPORTANT: (1) After embedding your image, **you MUST insert ONE blank line** (made by pressing return or enter one time). Here's [a mini how-to](#) for how to do that!

(2) For some photos taken on some smartphones, the Canvas Discussion Board automatically rotates 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.

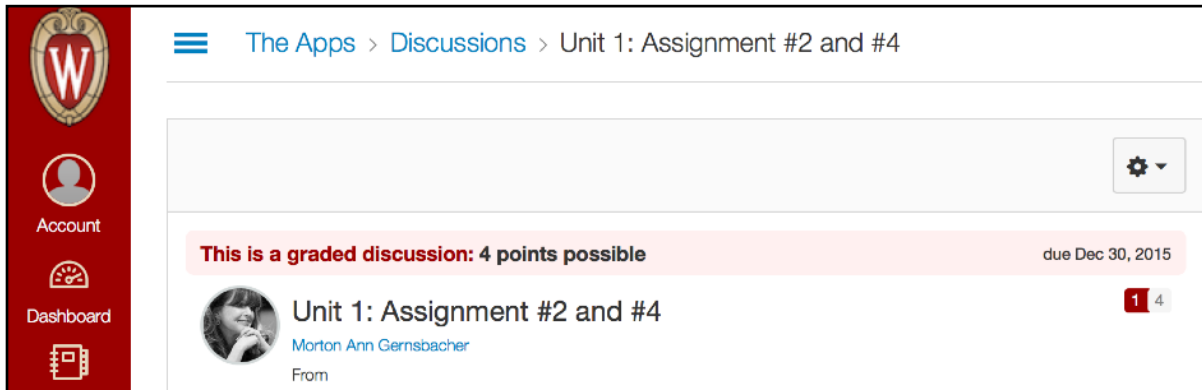
(3) The Canvas Discussion Board **cannot embed either .HEIC or .tiff/.tif images**. Therefore, before trying to embed a .HEIC or .tiff/.tif image, you must save the image as a .jpg, .jpeg., or .png image.

[Return to List of Topics](#)

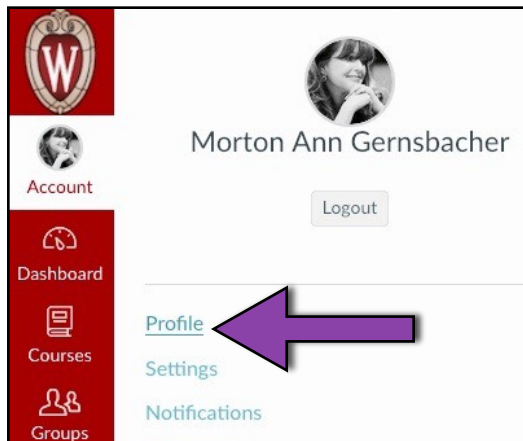
How To Upload a Photo for Your Discussion Board Profile

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).

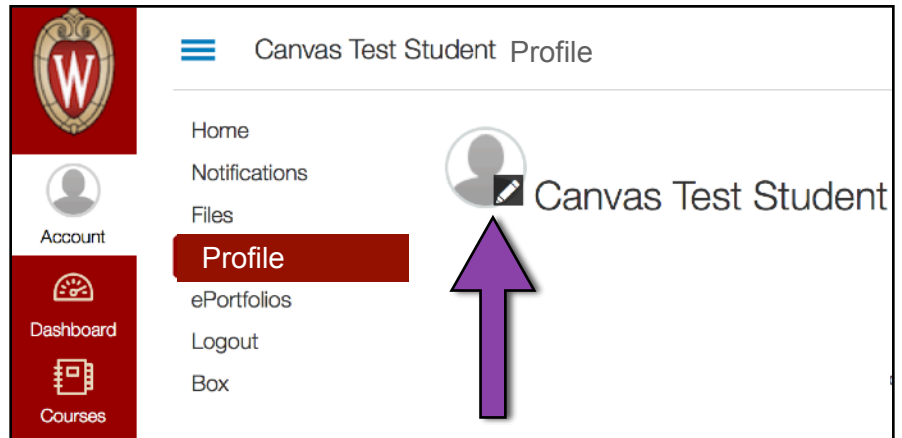
First, click on any Discussion Board assignment, for instance, click on the link in "Go to the [Unit 1: Assignment #2 and #4 Discussion Board](#)." Second, click on the **Account** icon in the left-hand menu.



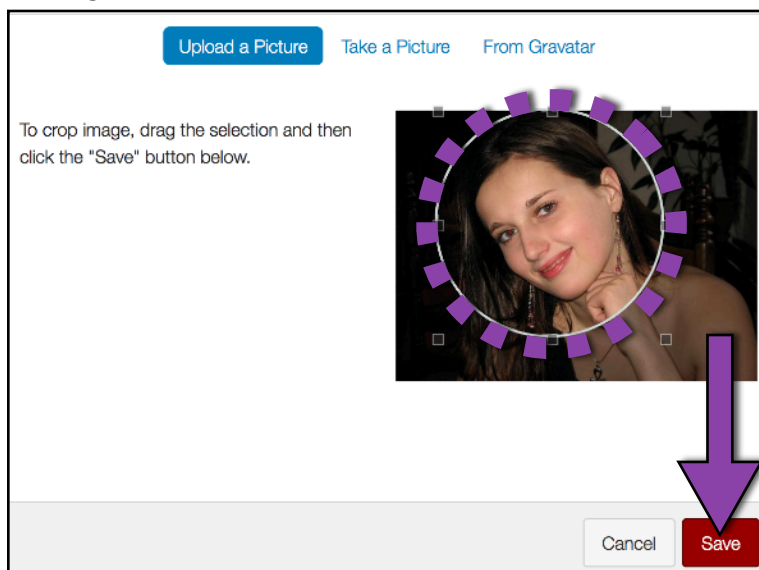
Third, click on **Profile**.



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



You'll be prompted to "Upload a Picture" by uploading a picture from your laptop or "Take a Picture" by taking a picture with the 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 other parts of your body, not anyone else's face, including your pet, and NOT any background scenery, even if it's lovely scenery).** The picture to the left shows how much you need to crop your photo. When you're finished cropping, be sure to click "Save."



To return to the Discussion Board, return to the Course Website, and click on a link for a Discussion Board assignment (e.g., click on the link on the Course Website that says, "Go to the [Unit 1: Assignment #2 Discussion Board](#)").

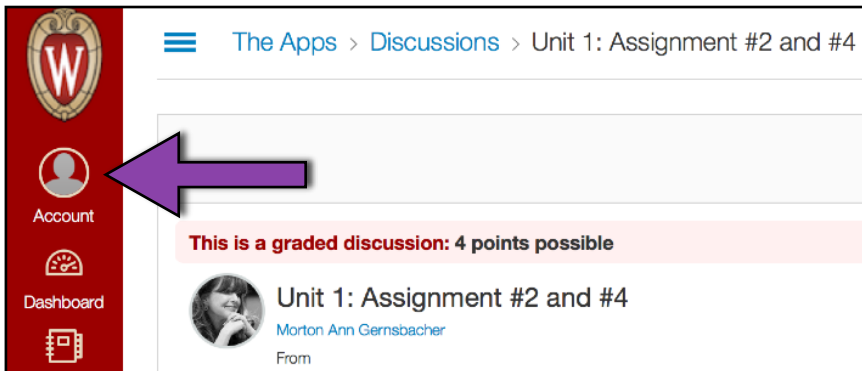
[Return to List of Topics](#)

How To Turn ON or OFF Discussion Board Notifications

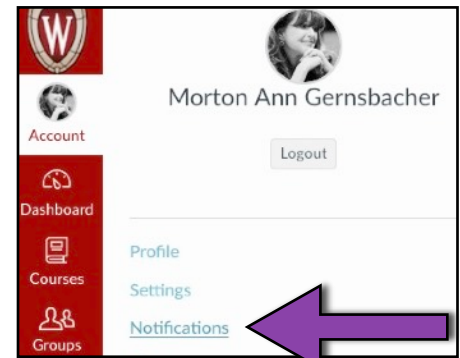
Canvas allows you to set and receive email notifications whenever an assignment is scored, your instructor or TA has commented on your assignment, and other course-related activities. It's your prerogative to set as many or few notifications as you would like. However, **we strongly recommend you set 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](#)").

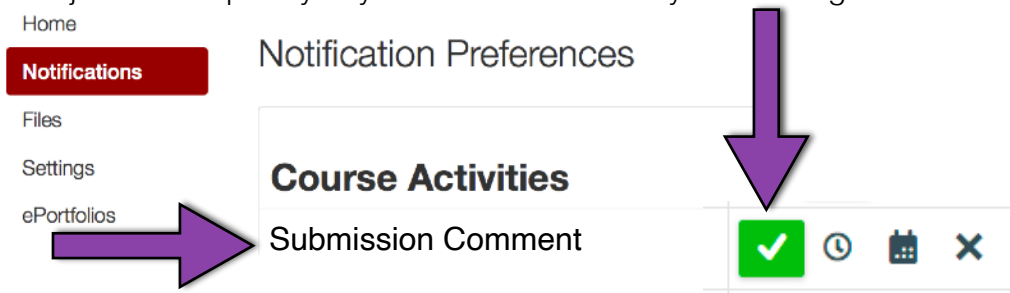
Second, click on the **Account** icon in the left-hand menu.



Third, click on **Notifications**.



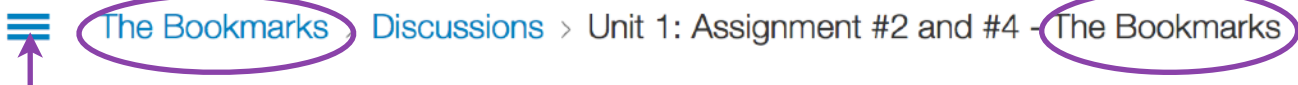
Then, for each notification, decide how frequently you want to be notified by clicking one of the four icons: the checkmark (for "Notify Me Right Away"), the clock icon (for "Daily Summary"), the calendar icon (for "Weekly Summary") or the x-mark (for nothing). All notifications will come via email to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



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 Chi-Squares, The Confident Intervals, The Histograms). 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.



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 split screen, expanded threads, or inline.



[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://online210.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 210 points in this course, not simply the number of points listed in any individual "Out of" column!*

Name	Due	Score	Out of	
Unit 1: Assignment #1	Jun 21 by 11:59pm	3	3	
Unit 1: Assignment #2 and #4	Jun 22 by 11:59pm	6	6	
Unit 1: Assignment #3	Jun 22 by 11:59pm		3	
Unit 1: Assignment #5	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 your initially submitted assignment doesn't fulfill all the requirements, you can correct your assignment; in fact, you can correct any assignment multiple times. But you **must always notify the instructor and TAs whenever you submit a correction** AND any assignment you submit in the final 24 hours before the end of the one-week extension (regardless of whether it's an initially submitted assignment or a corrected or re-corrected assignment) is **the FINAL submission** you can make for that assignment.

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 for how to make a reply post). For "Assignment" type assignments, simply click the "Re-Submit Assignment" button. For all assignments, **you must post your ENTIRE corrected assignment** -- not just the content you've changed or added, but **everything required in the assignment** including ALL attachments. Canvas automatically adds a dash and a number (e.g., -1) to re-submitted files. That's ok!

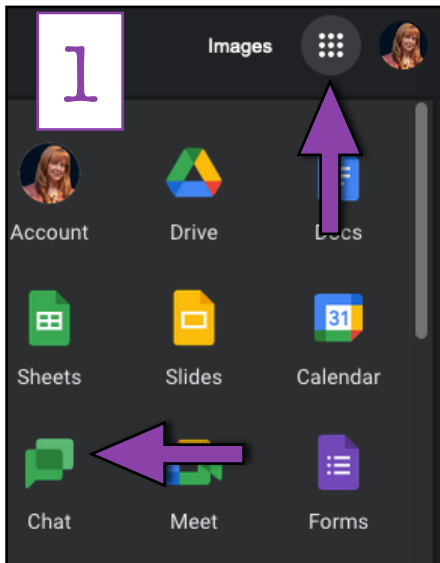
To notify the instructor and TAs that you've corrected your assignment: After you've posted your corrected assignment, return to My Gradebook. Click on the Assignment's name and type into the box that's labeled "Add a Comment." In your Gradebook comment, **describe in detail the changes you've made**. Then, save your comment, which will notify the Instructor and TAs. But if you don't write a Gradebook comment to tell us 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.

[Return to List of Topics](#)

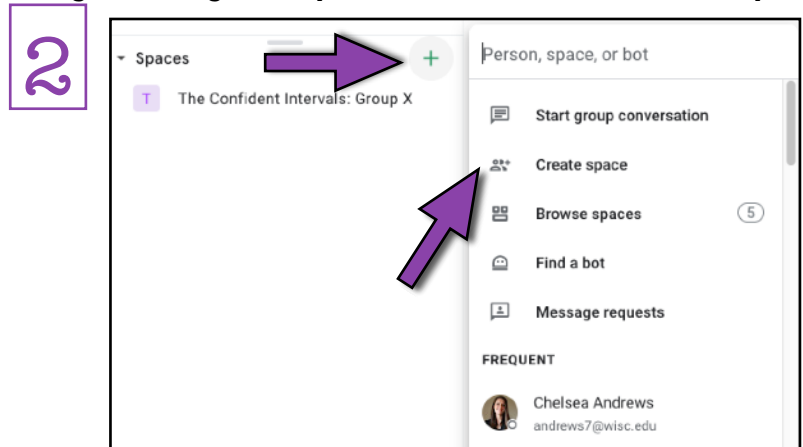
How to Set Up a Group Chat Space on Your Laptop

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 for you.



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

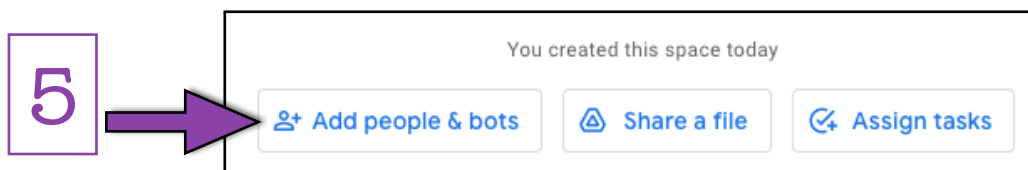
2) Click on the green + sign for **Spaces**, and then click **Create space**.



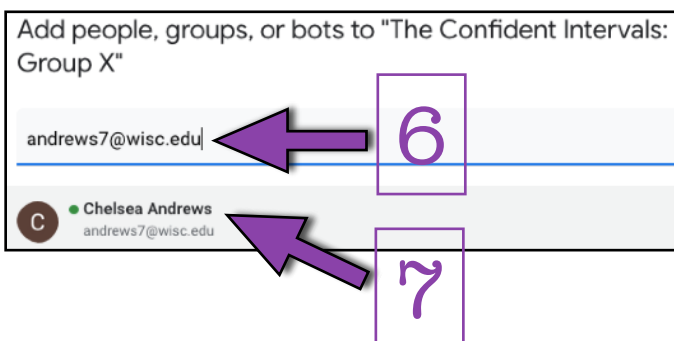
3) Type into the “Space name” box the name of your Chat Group **without any spaces** and with **an underscore rather than colon** (e.g., TheApps_GroupY), **another underscore** and **an abbreviation** for the **term** (FA, SP, or SU) and the **last two digits** of the calendar year (e.g., TheApps_GroupY_SU24).
4) Click **Create**, which is at the bottom of the page, in the lower right-hand corner.



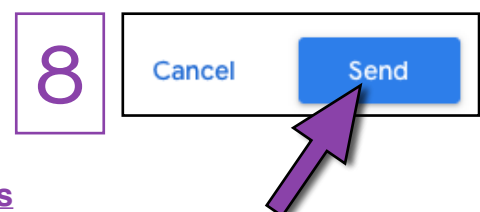
5) To add members to your Chat Group’s Chat Space, click **Add people & bots**.



6) Then “Add people & bots” to your Chat Space by **typing in each @wisc.edu email address** 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.



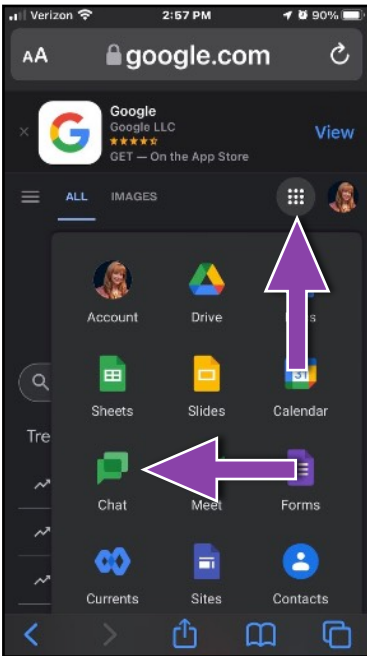
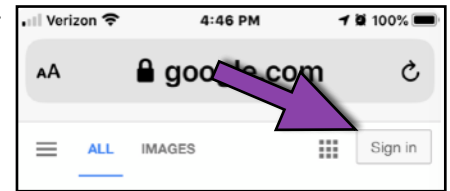
8) After adding all the other Chat Group members to the Chat Space, click **Send**, and the other Chat Group members will be notified that you’ve created a Chat Space to use for your Group Chats.



[Return to List of Topics](#)

How to Set Up a Group Chat Space on Your Mobile Device

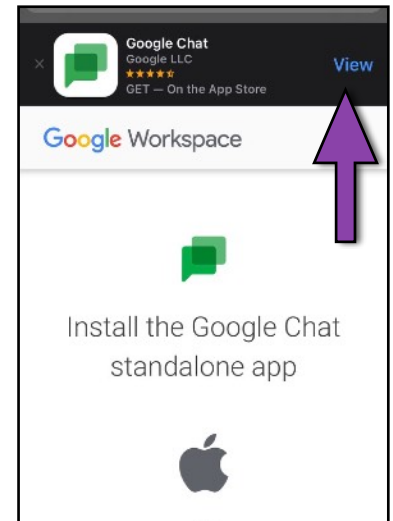
Go to [Google.com](https://www.google.com) and sign in with your @wisc.edu email address. (Look for the “Sign In” button in the upper-right corner.) You **MUST** sign in with your @wisc.edu address and **not** your personal Google/gmail account. If you’ve never set up a UW-Madison Google account, don’t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



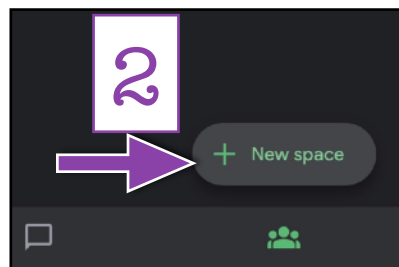
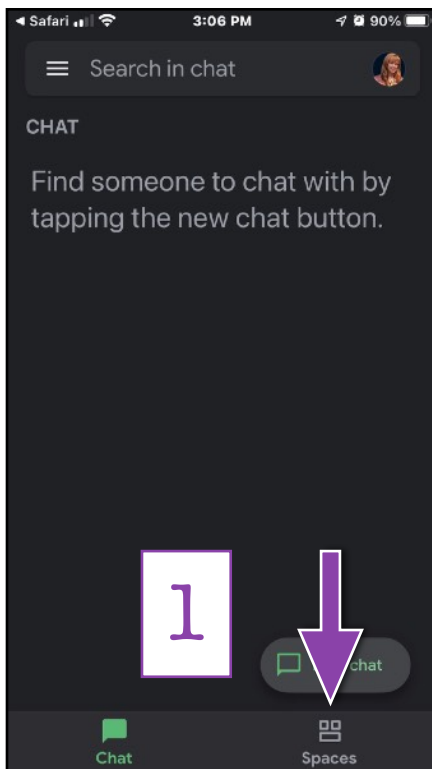
From the panel of Google apps you can see by clicking on the grid of black (or white) squares in the upper-right corner, select **Chat**.

You’ll be prompted to open, view, or download the Google Chat mobile app. In this course, we do NOT recommend that you use the Canvas Mobile app, BUT you WILL need to use the Google Chat mobile 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 Chat mobile app.)

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



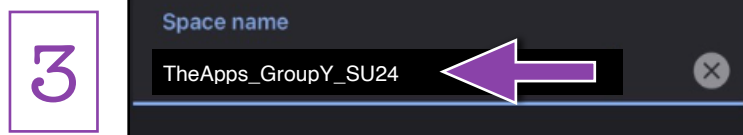
Next (1) click the “**Spaces**” icon in the lower-right corner; 2) select **+ New space** and then select



Create a space;

(3) type into the **Space name** box the name of your Chat Group **without spaces** and with **an underscore rather than colon** (e.g., TheApps_GroupY), **another underscore**, and **an abbreviation for the term** (FA, SP, or

SU) and the **last two digits** of the calendar year (e.g., TheApps_GroupY_SU24), and then click **Next**.



4) Finally, add the other members of your Chat Group to your Chat Space by **typing in each @wisc.edu email address** of the other members of your Chat Group.

You **MUST** use each Chat Group’s member @wisc.edu address, which you can find by clicking or right-clicking on any student’s name in the

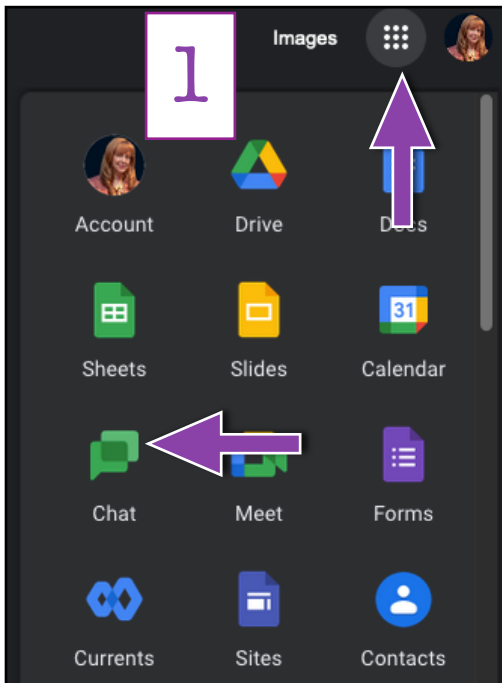
Chat Group List, linked on the Course Website.

After typing in each student’s @wisc.edu email address, click **DONE**, and you have set up your Chat Group’s Chat Space!

[Return to List of Topics](#)

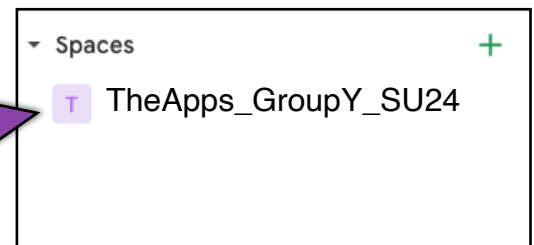
How to Participate in a Group Chat on Your Laptop

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 for you.



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

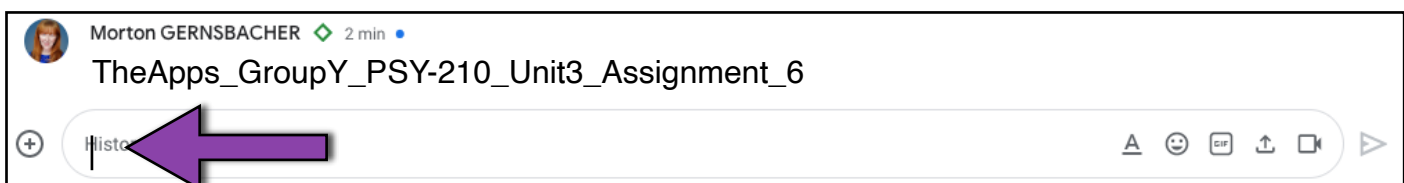
2) Once inside the Google Chat app, look in the bottom left-hand for your Chat Group’s Chat Space (in Spaces), and click on that Chat Space.



If you are the first member of your Chat Group to join that unit’s Group Chat, you **MUST** send as your first message in that unit’s Group Chat a message that contains your **Chat Group’s name**, **course number**, AND **Assignment number**, without any spaces for example, TheApps_GroupY_PSY-210_Unit3_Assignment_6



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.

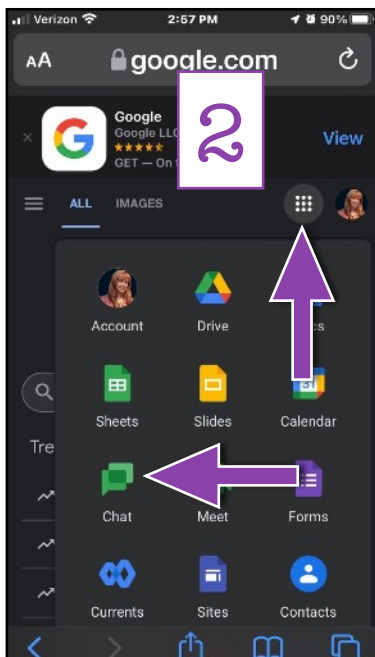
All Group Chats are required to last **ONE FULL HOUR**. During that entire hour, the Group Chat should be the **ONE and ONLY** thing you’re doing. If you finish early, then practice the assignment more or discuss further implications.

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

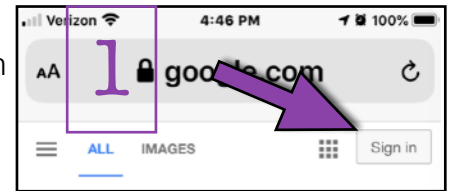
[Return to List of Topics](#)

How to Participate in a Group Chat on Your Mobile Device

If you were not the Chat Group member who set up the Chat Group's Chat Space, you will need to 1) go to [Google.com](https://www.google.com) on your mobile device and sign



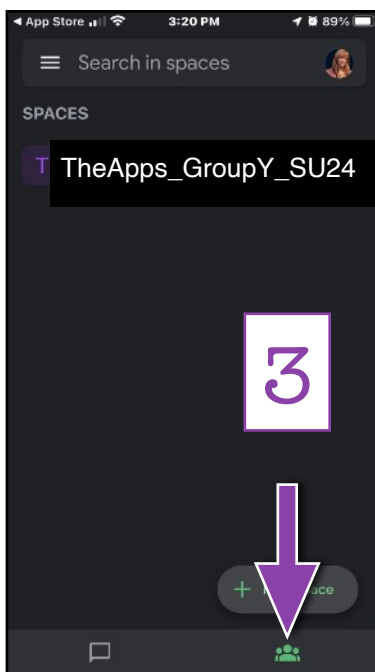
in with your @wisc.edu email address. (Look for the "Sign In" button in the upper-right corner.) You **MUST** sign in with your @wisc.edu address and **not** your personal Google/gmail account. If you've never set up a UW-Madison Google account, don't worry. UW-Madison has already created one for for you.



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

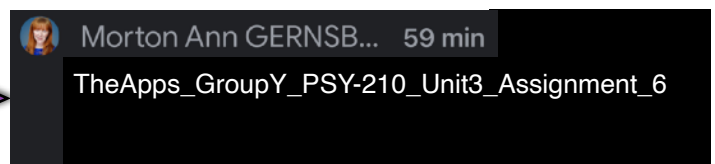
You'll be prompted to open, view, or download the Google Chat app. In this course, you should NOT use the Canvas mobile app, BUT you WILL need to use the Google Chat mobile app if you are going to conduct your Group Chats on your mobile device. (Please keep in mind the difference between *not* using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

After you've downloaded, viewed, or opened the Google 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).



3) Once inside the Google Chat app, click on the menu item **Spaces**, which looks like the silhouette of three people's heads and is in the very bottom right corner. Then, select the name of your Chat Group's Space (e.g., TheApps_GroupY_SU24).

4) If you're the first member of your Chat Group to join that unit's Group Chat, **you MUST** type and send as your first message, your Chat Group's name, the course number, AND the Assignment number, all without spaces (e.g., TheApps_GroupY_PSY-210_Unit3_Assignment_6).



If you're not the first member of your Chat Group to join that unit's Group Chat, simply 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 Space, NOT elsewhere.

[Return to List of Topics](#)

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 your Chat Group's Transcript. Another Chat Group member can also later save the Chat Group transcript but whenever saving a Chat Group Transcript, the person saving the transcript **MUST** be using the browser Chrome on a laptop.

First, highlight with your cursor (in other words, select) **ALL** the content for that unit's Group Chat. Make sure you start your highlighting at the very beginning of that unit's Group Chat where you or another Chat Group member sent as a message the Assignment number and your Chat Group's name. 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 all the text of the messages that were exchanged, the Chat Group members' names, and the time each member sent each message in that unit's Group Chat. If you're not able to capture the entire content for that Unit's Group Chat, try highlighting the messages more slowly.

Second, while that unit's Group Chat content is still selected, right click anywhere in the highlighted/selected content. Make sure you're right-clicking in the highlighted/selected content, 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 in the following way:

- your Chat Group's **FULL** name (i.e, your section's name **AND** your Chat Group's letter), **without spaces and with an underscore rather than a colon** to separate your section's name from your Chat Group's letter (e.g., **TheApps_GroupY**)
- another underscore
- our course's number, using a dash between PSY and the number (i.e., **PSY-210**),
- another underscore, and
- the name of the Assignment, using an underscore rather than a colon or a pound sign (e.g., **Unit3_Assignment_6**).

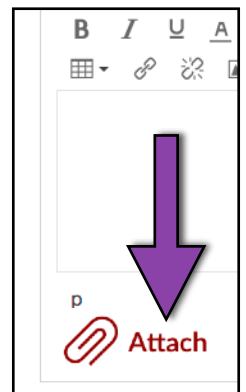
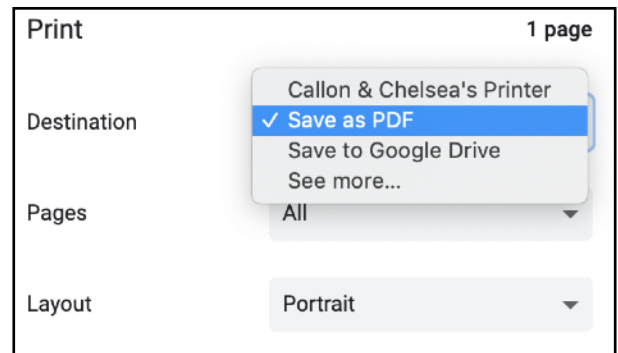
Thus, your PDF's filename will look something like this:

TheApps_GroupY_PSY-210_Unit3_Assignment_6

Check your PDF to make sure it contains **the complete transcript** of that unit's Group Chat. If your PDF doesn't contain everything in that unit's Chat, you will need to 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., the link in "Go to **Unit 3: Assignment #5 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. Then, upload your .pdf file.
- (4) When you're finished posting everything required, be sure to click on "Reply" at the righthand bottom of the text box.
- (5) **DO NOT** attach your Chat Transcript PDF by using the "Files" menu option on the left-hand side of the Discussion Board OR the "Upload Document" tool in the Discussion Board toolbar. Instead, use only the "Attach" Tool that is found underneath the Discussion Board text box.



[Return to List of Topics](#)