

Tech Tip of the Week



TodaysMeet

One of the biggest things that we could do as classroom teachers, administrators, or presenters is to empower our audience. So, How can we do this? The answer is with using online tools such as TodaysMeet.

What is TodaysMeet?

I believe the image above provides us with a great understanding of what the tool is. It enables, enhances, and empowers all the users by providing them a way to share their voice through an online forum. The tool is very easy to use with any device and the only thing you have to have is Internet access.

URL: <https://todaysmeet.com/>

Directions:

- **Creating An account**

- Enter the above URL



- Click Located in the top right corner
- Enter in the basic information to create an account. If you have a Google account, you can use it also.

The image shows the TodaysMeet sign-up form. At the top is the TodaysMeet logo. Below it is the heading "Sign up" and a link "Already have an account? Sign in." The form contains fields for "Email Address", "Password", and "Date of Birth" (with dropdowns for Day, Month, and Year). To the right of these fields is a link "Do you have a Google Apps account? Sign up in just a few clicks!" and a blue button "Sign up with Google". At the bottom, there are two checkboxes: "Send me occasional updates about TodaysMeet for teachers." and "I have read and agree to the Terms and Privacy Policy." Below these is a blue "Sign up" button.

- **Creating a Meeting Room**

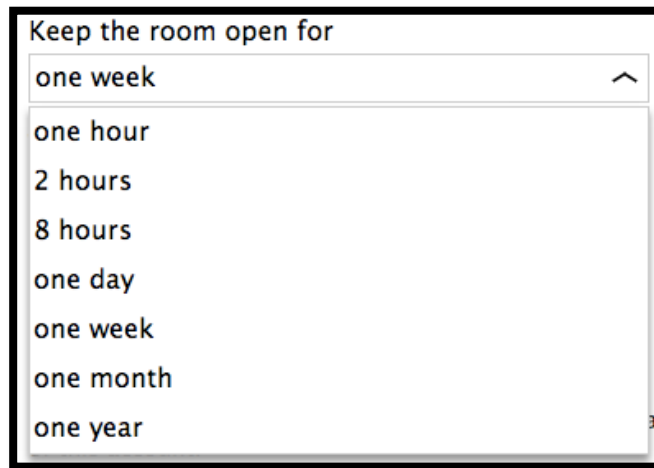
- Once you have your account, you can create a New Room for the meeting
- First enter a Name for the Room – In the example I will use ARI



Pick a name

ARI ✓

- Second enter how long you want the room open – I have selected “one Day, but I could have selected from the dropdown list several different ones.



Keep the room open for

one week

one hour

2 hours

8 hours

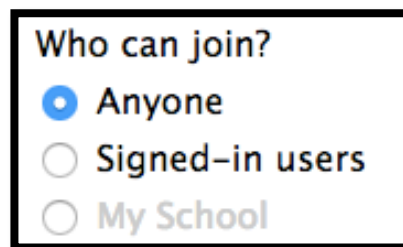
one day

one week

one month

one year

- Third – Select “Who can Join?”. You will notice that My School is greyed out. For this option to work, you would have to PAY \$5 per month.



Who can join?

☒ Anyone

☐ Signed-in users

☐ My School

- Finally, Click “Open your Room” – That is it. You have now just created a Online Room for students, teachers, or anyone to have access too.

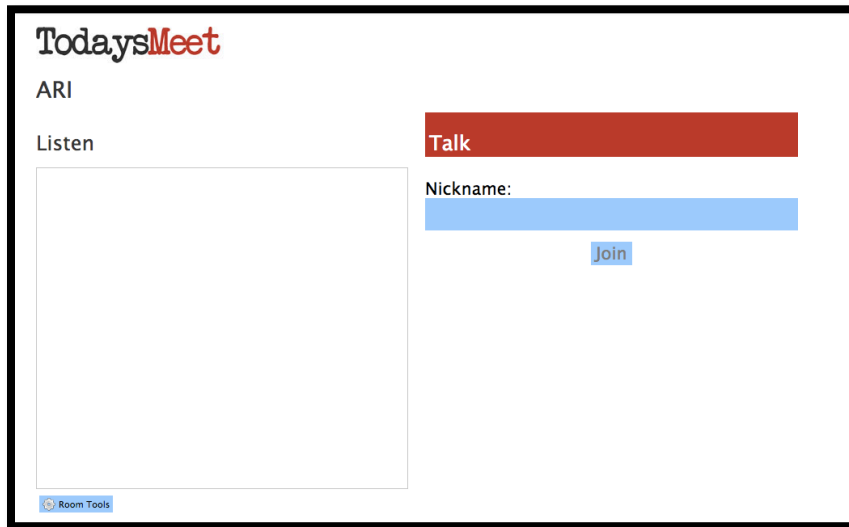


Open your room

- **Joining the Meeting**

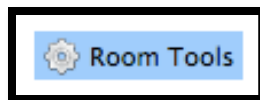
So now that the meeting is created how can I share this with others?

After you create the meeting you enter the meeting room as shown below



- Sharing – How Can I do it?

- At the bottom you will see “Room Tools”. Click it



- There are several ways to Share the Link



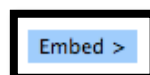
- 1st Method: QR Code:

- Click the “QR Code” Link, it will open up and provide you with a couple of options (Sizes) and the QR Code that you can Save and paste into a file that can be printed out and shared with your audience
 - Make sure that the students have a device that can read the QR Codes



- 2nd Method: Copy the Link

- Press Copy and Paste it on your website, Twit, or however you want to share it using Social Media Tools



- 3rd Method: Embed

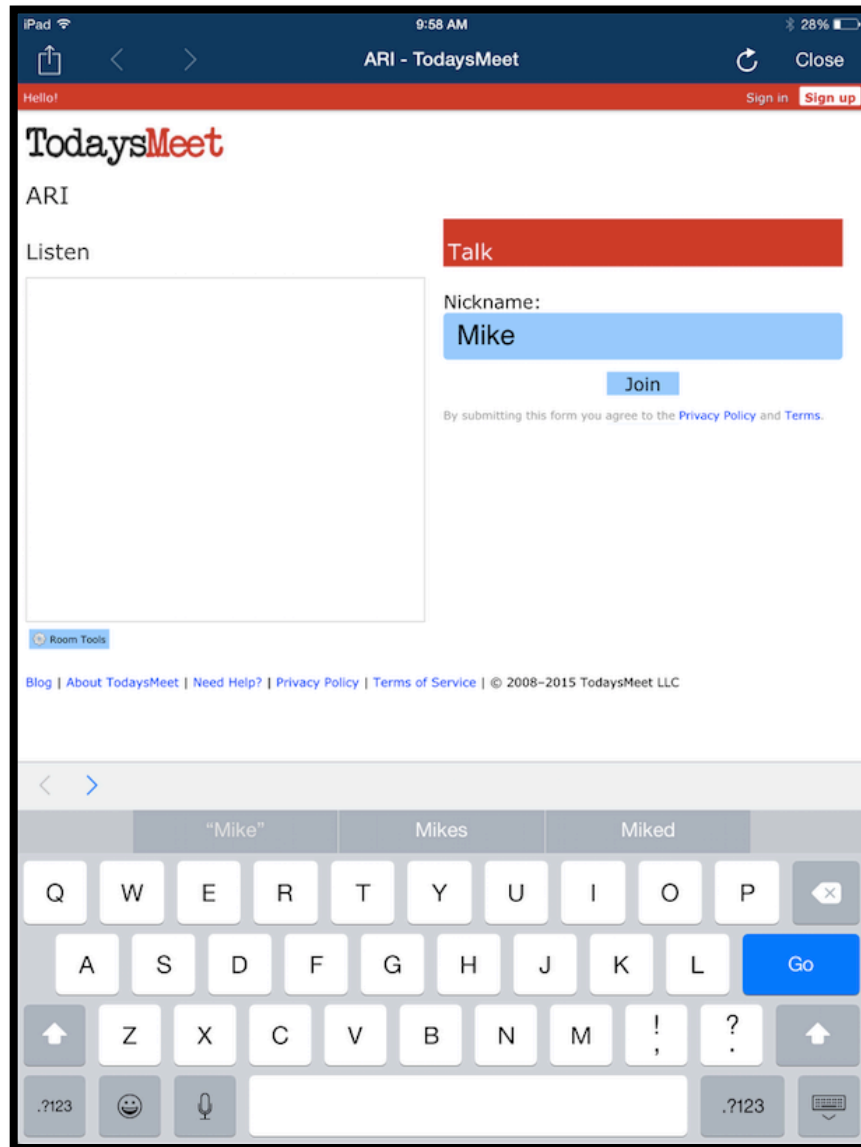
- If you want to embed the TodaysMeet into your website, Press Embed and Select the correct fields. Then Press Copy at the bottom. Paste the code into your website.

The screenshot shows the 'Embed ARI' interface. At the top, there is a link '< Back to Room Tools'. Below this are two tabs: 'Transcript' (selected) and 'Live Stream'. To the right of the tabs is a checkbox labeled 'Allow participation?' which is checked, followed by a link 'Need help?'. Below the tabs are four buttons: 'WordPress' (selected), 'Moodle', 'Haiku', and 'Other'. Below these buttons is a link 'Get the WordPress plugin!'. At the bottom, there is a section titled 'Copy and paste this code' containing a text box with the code '[todaysmeet id=1567152 type=transcript participate=yes]' and a 'Copy' button.

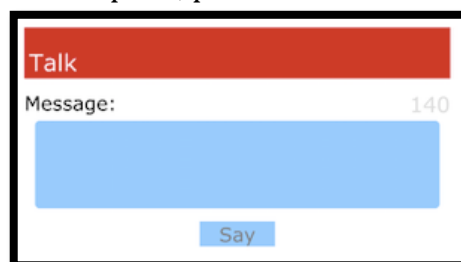
- You have choices of
 - Transcript or Live Stream
 - Word Press/Moodle/Haiku/other
 - Allow participation Check Box
- **Online Meeting.**
 - I posted on the website using info from above. On left you have ARI Sign in (Web Based) and Transcript on left. I did this to show you both tools. There are several ways that the audience can meet as stated above.

The screenshot shows the TodaysMeet online meeting interface. At the top, there is a header with the text 'TODAYSMEET'. Below the header are two side-by-side panels. Each panel has a red header bar with the text 'ARI' on the left and 'Sign out' on the right. The left panel has a blue footer bar with a text box labeled 'Nickname' and a 'Join' button. The right panel is empty.

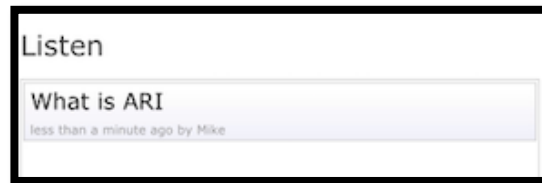
- I also logged in using QR Code on my iPad as seen below



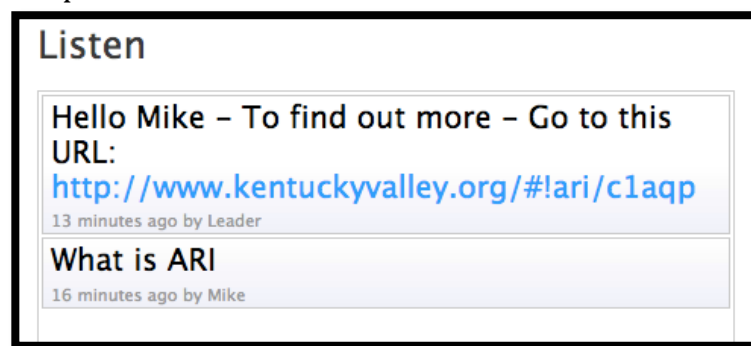
- I only needed to enter my Nickname here and Press Join
- Typed the Question in the Message Field – You only have 140 Characters so the questions have to be direct. Once complete, press SAY.



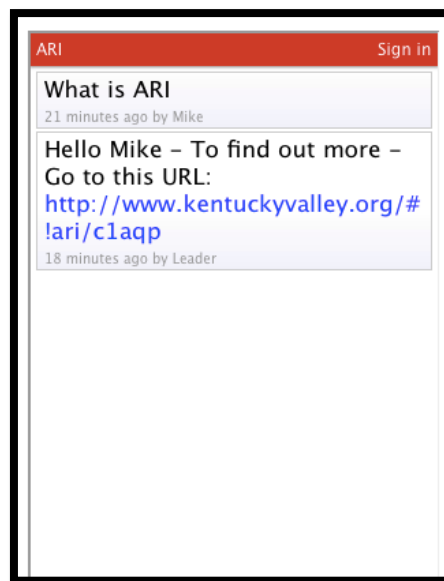
- Once the item has been entered you will see the message appear under the Listen Field



- To response back, you will need to Join and answer the question. Similar like a student would. Anyway, I have not figured it out yet.
- Once you response, your message will be posted at the top



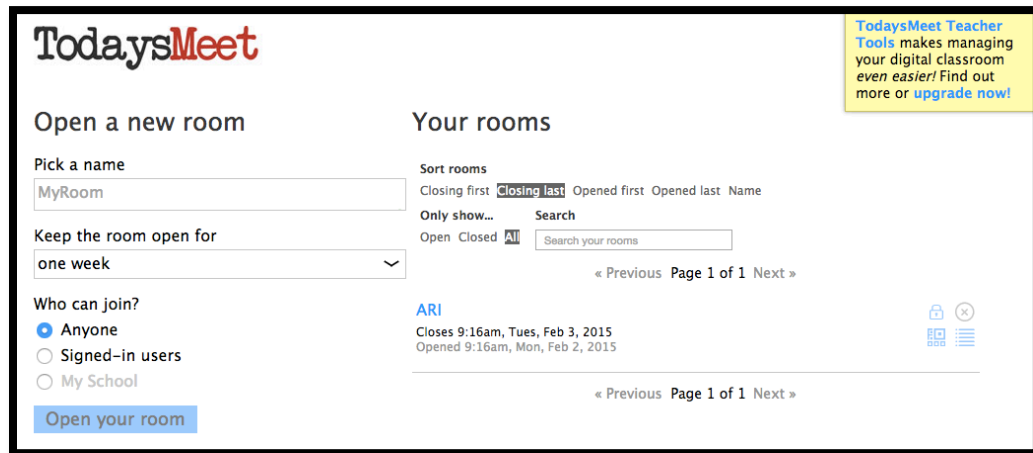
- Notice that I pasted a URL. The URL is active so the viewer can access it.
- Transcript tool
 - It has been keeping track of the conversion from the first entry. It time stamps them also. Good evidence collection tool.



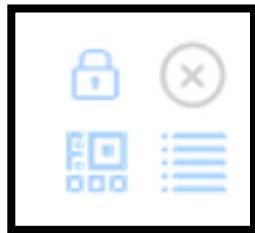
Final Notes:

Question: If I log out how can I edit the Meeting?

Answer: Sign in on the URL above, the window opens up with the options to Open a new room or Your rooms. Select your room from the list provided, or do a detailed search for the meeting. Notice that ARI is one of my rooms below.



Also, you will see a set of 4 icons at the right of the ARI Room, which can provide you with additional help.



- The Lock you can change who see the room.
- The Circled X closes the Session
- The Icon under the Lock is the QR Code that you can generate
- The dots and lines icon is the Transcript that you can view

Question: What devices will it work on?

Answer: Any device that has a web browser.

Question: What is the Cost?

Answer: It is free to use for the basic features.

Question: How can I get more control over the session?

Answer: Purchase the Today'sMeet TeacherTools, Cost \$5/month

To see how it can be setup and used live, watch the TodaysMeet Demo Video I created. Here is the URL: <http://youtu.be/0t3QDTvWFfU>