



Getting Started Using Classroom Salon

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A simple guide to getting started participating in a Salon.

REGISTERING AND LOGGING IN

1. Go to the Classroom Salon login page at classroomsalon.org.
2. Click on “don’t have an account?” at the top of the page.
3. Enter your name, email address, and a password of your own creation (which will be your login password). Then enter the registration code “[Insert Code Here]” and click “Sign Up.” Then use your name and password to enter the site.

CREATE YOUR PROFILE

1. On the Salon homepage, click “Edit My Profile” in the Quickstart area on the left.
2. Upload a photo of yourself so that other Salon members can easily recognize you. Click “Browse,” choose a file to upload, then click “Open.” You may change your profile photo whenever you wish by returning to “Edit My Profile.”

JOINING A SALON

There are two ways to join an existing Salon.

Option One

1. Click “Join an Existing Salon” in the Quickstart area on the left side of the homepage.
2. Search for the name of the Salon you wish to join.
3. Click “Join.” The owner of the Salon will need to approve your request to join.

Option Two

1. The owner of the Salon may email you a link to the Salon. If you receive such an email, click on the link, log in to the site, then request permission to join by clicking “Join.” This will send a request to join the Salon to the owner of the Salon. Once the owner of the Salon has approved your request to join, you will be able to access the Salon directly.

ACCESSING A DOCUMENT IN A SALON

Once you have registered and joined a Salon, you can access the Salon and all documents that are open to you at any time.

1. On the Classroom Salon home page, click “My Salons” in the Quickstart area on the left. A list of the Salons you own or are a member of will appear.
2. Click on the name of the Salon you wish to access.

3. On the Salon page, you will see a list of all the Documents in the Salon. Click on the name of the Document you wish to access.
4. The Document displays in View Mode as the default. In View Mode, you can read the annotations and responses of all other Salon members, as well as your own. You can also comment on or respond directly to comments made by other Salon members. (See below, "View Mode.")
5. To switch to Participate Mode, move the mouse to the top of the page, and the menu and navigation bar will appear above the Document. Click on "Switch to Participate Mode." The Document will now display in Participate Mode, and other Salon members' annotations and responses will *not* be visible to you.

PARTICIPATE MODE: ANNOTATING AND RESPONDING TO QUESTIONS

When you annotate a Document in Salon, you enter comments, thoughts, and so forth on the Document that become shared with other members of the Salon. Annotating a Document is a quick and simple way to make your thoughts about a text visible to others. When a Document opens in Participate Mode, the right side of the screen shows your options for engaging with the text. Clicking on the "Annotate" tab allows you to enter your own thoughts and comments on specific selections in the text. Clicking on the "Respond" tab allows you to respond to general, global questions about the text that have been input by the Document creator, and to attach breadcrumbs to your responses to share parts of the text that support your response.

To Annotate the Document, click on the "Annotate" tab on the right side of the screen, then use the mouse to select the section of the text you wish to annotate. A popup box opens and prompts you to "Comment on your annotation." In this popup box, you can

- a) Tag your selection by selecting a Tag from the drop-down menu. The default tag, "General," automatically becomes appended to your Document if you don't select an alternate Tag. Other Tags may be entered by the Document creator.
- b) Write a comment on your selection by typing it into the text box.
- c) Indicate the importance of your comment by moving the pointer along the slider at the bottom of the popup box.

When you have finished your comment, click "Save." The section of the text that you have highlighted will now be highlighted in yellow in the Document, and the comment itself will be listed in the right pane.

To Edit or Delete a Comment, click the "Edit" button beside your comment in the right display pane. The text of your comment will appear, along with options for editing your comment. To add additional selections from the text to your comment, select an additional section of the text, then click "Add Selection." Your comment will now correlate to both sections of selected Document text.

To Respond to Questions in Participate Mode, click on the "Respond" tab on the right side of the screen. If the Document creator has entered global questions for response, they will be listed here.

1. To respond to a question, click the "Answer" button beneath the question.
2. Type your response in the "Response" box.
3. **Using Breadcrumbs.** If you wish to attach parts of the Document text that support or give evidence for your response (that is, to add breadcrumbs), select the portion of the text that you wish to append to the document. The selected text will appear in the box at the bottom of the Response pane. Select this text, then click "Append to Response." The selected breadcrumbs will now appear beneath your typed comment in the Response pane. These

- selections will also be visible to other users when they view your Responses in “View Mode.”
4. When you have completed your response, click “Save Response” at the top or bottom of the Response pane. The beginning of your response will now be visible beneath the question in the Response pane.
 5. To edit your response, click on “Edit Answer” beside your answer, edit your response, then click “Save Response” again.

VIEW MODE: READING AND RESPONDING TO OTHERS’ ANNOTATIONS

In View Mode, the annotations and responses of all Salon members are aggregated on the Document and visible to you to read and respond to. The highlighted areas of the Document indicate sections of the text on which others have commented; darker colors (such as orange and red) indicate areas of higher comment density. A horizontal comment density map located at the top of the Document text indicates the relative density of comments on the entire Document; clicking on the bars of this map will take you directly to the corresponding areas of the text.

To view Others’ Comments in View Mode, simply click on the highlighted area of the Document text that you wish to view Comments for. A popup box will appear showing all the Comments that have been made on this section of the Document.

1. **To add a Comment to an Existing Discussion in View Mode**, click on the highlighted section of text where there are comments you wish to add or respond to, then click “Join this Discussion.” You may select a tag for your comment, enter your comment in the text box, and indicate the importance of your comment just as you would in Participate Mode. When you are finished adding your Comment, click “Save.”
Note: Your comment will be saved as long as you click the “Save” button before closing the popup box. **If your comment is not visible right away, refresh the page. If you close the popup box before clicking “Save,” your comment will not be saved.*
2. **To Respond to a Specific Comment by another Salon Member in a Discussion**, click the small curved arrow beneath that member’s comment in the Discussion, then enter your Comment in the popup box, and click “Save.”
3. **To Edit a Comment you enter in View Mode**, select the Discussion to which you added your comment, then click “Edit Your Comment.” Edit your comment in the popup box, then click “Save.”
**Note: You cannot completely delete a comment entered in View Mode while still in View Mode. In order to completely delete a Comment you enter in View Mode, switch to Participate Mode, then find the comment in your list of comments displayed in the right-hand pane and click “Edit.” Then click “Delete Annotation.”*

To view Others’ Responses to Global Questions in View Mode, click on the “Responses” tab on the right side of the screen. Select the question that you wish to view responses for from the drop-down menu.

1. **To view all the Breadcrumbs that others have appended to their response**, click “Show all Breadcrumbs.” All users’ breadcrumbs will now be highlighted on the Document text.

2. **To view a single Salon member's breadcrumbs**, click "Show this user's breadcrumbs" below his or her response. The breadcrumbs will now be highlighted on the Document text.

Filtering Comments in View Mode. You have several options for filtering the comments that are visible to you in View Mode.

1. **To filter comments by user**, click on the "Annotations" tab in the right pane on the screen. The images of all Salon members who have commented on the Document will be shown on the screen. All users' comments are visible on the Document by default, and so all the images are checked. If you wish to hide some users' comments, deselect them by clicking on their images. Comments by those users that you deselect will then be hidden. You may show users' comments again by clicking on their image a second time.
2. **To find areas on the Document that have been commented on by a certain number of users**, click on the "Annotations" tab, then move the pointer along the slider that appears below the text "Show areas commented on by a minimum of X users," So, for example, if you want to show areas that at least 5 Salon members have commented on, move the pointer to 5 on the slider.
3. **To filter comments by Tag**, click on the "Tags" tab in the right pane of the screen. All available Tags are shown as clickable buttons, and all comments with any tag are shown on the Document text by default. To show only comments that have certain tags, deselect all other tags by clicking on them. So, for example, if one of the available tags is "Important" and you wish to view only comments that are tagged "Important", click on all the tags until only the "Important" tag remains highlighted. At this point, only comments that are tagged "Important" will be highlighted on the Document text to the left.

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