



# Florida Online Reading Professional Development

## FOR-PD Chat Transcript

**Date:** January 27, 2009

**Time:** 7:00-8:00PM EST

**Topic:** Technology/Content Questions about the FOR-PD Course

Melanie >> Welcome to the FOR-PD tech/course chat...

Melanie >> Tonight's chat will be an hour long.

Melanie >> The first 30-minutes will be dedicated specifically to technology help/questions and the final 30-minutes will include time for specific questions about the course in general or the content of the course.

Melanie >> We are joined by some FOR-PD staff that I would like to introduce.

Melanie >> Lourdes Smith is our Reading Specialist.

[FORPD\_Read] Lourdes >>Hello

Melanie >> FOR-PD Project is our Evening Help Desk Assistant, Cyle

Melanie >> and I'm the FOR-PD Technology Specialist...

Melanie >> Before we begin I would like to review the chat protocol. Please follow this protocol to participate in the chat.

Melanie >> The full protocol can be found on our site at

[http://forpd.ucf.edu/resources/pdfs/FORPD\\_chat\\_protocol.pdf](http://forpd.ucf.edu/resources/pdfs/FORPD_chat_protocol.pdf)

Melanie >> The Exclamation Point - !

Melanie >> This 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.

Melanie >> The Pound Sign - #

Melanie >> The 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.

Melanie >> The Ellipse - . . .



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Melanie >> 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 than just typing a long response or question.

Melanie >> Once you're called in, you'll need to type your message in the white box under "Enter your message below"...

Melanie >> and then hit the Enter key on your keyboard

Melanie >> you will NOT need to press the "Send URL" button...

Melanie >> Again, we'll be covering technical issues first...

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

Melanie >> First of all, please be sure to read through Lesson 1 thoroughly...

Melanie >> it contains important information that will help you throughout the entire course...

Melanie >> all tools used in the course are explained in Lesson 1...

Melanie >> A common question we receive is about quiz availability...

Melanie >> Unless you're in a university section....

Melanie >> all quizzes are conditional...

Melanie >> and you must take & pass (80%) a quiz before the next one becomes available...

Melanie >> if a quiz says it's unavailable, check to be sure you have a grade for the previous quiz...

Melanie >> if not, contact your facilitator to have him/her force-grade the quiz...

Melanie >>

Melanie >> Another common question is about the literacy log...

Melanie >> The literacy log is also found in the Quizzes section...

Melanie >> you will complete the literacy log online through the Quiz tool...

Melanie >> Let's take some questions now.#

Ruby >> !

Melanie >> yes, Ruby

Ruby >> My grade hasn't posted for my quiz 4, yet? Is it an automatic process or do I have to wait for someone to grade it?



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Melanie >> If you don't get it right away, you can wait a bit to see if it processes...

Melanie >> then check back to view your score and feedback...

Ruby >>Thank YOU.

Melanie >> if when you check, you don't have a grade, you'll need to contact your facilitator.#

Melanie >> Any more technical questions about the course?

Richard >>!

Melanie >> go ahead, Richard

Richard >> I posted a discussion using the software on my district computer...

Richard >> But I have a newer version of office suite...

Richard >>is there a version we should post in so others can read our postings?#

Melanie >> You should actually be posting your discussions directly in the discussion tool. That is, there should not be any attachments...

Melanie >> you should be typing into the message area of the discussion window...

Melanie >> You can use Office to write out your post and save for your records, but you'll need to copy & paste into the discussions.#

Melanie >> Any other tech-related questions?

Alisa >> !

Mary >> !

Melanie >> Remember you can also contact the FOR-PD help desk if you run into any issues.

Melanie >> yes, Alisa

Richard >>so if I am doing along entry I should just cut and paste from the Office to the discussion page, Correct?#

Alisa >> Regarding the literacy logs-...

Melanie >> That's right, Richard.

Melanie >> go ahead Alisa

Alisa >> once I have clicked on the link do I need to complete the log or can I exit and come back to it

Alisa >> #



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Melanie >> You can type out a few answers and as long as you click on the "save answer" button...

Melanie >> the entry will be saved and you can exit and come back to it...

Melanie >> Just be sure not to click the Finish button.

Alisa >> Thank you.#

Melanie >> Again, typing up your entry in Word or similar program is a good idea for the lit log as well...you can then come back and copy/paste.#

Melanie >> Mary Jeanne, your question?

Mary >> I am working on my lesson. ..

Mary >> The facilitator's assignments are there...

Mary >> but when I went to Lesson Resources"...

Mary >> some of the titles of the articles were there and others were not.

Josephine >> I'm here and wondering what we are to chat about.

Mary >> a little confused as how to get the information / articles assigned?#

Melanie >> The literacy log is also found in the Quizzes section..

Norberto >> how do you find the literacy log#

Lemuel >> !

[FORPD\_Read] Lourdes >> The literacy log is located in the quiz area. We had to make it a quiz as we had to meet certain parameters of WebCT...

Melanie >> Well, I'll be turning it over to Lourdes who will go over content/course information and questions.

Melanie >> Remember to follow the chat protocol and use the ! if you have a question/comment.

[FORPD\_Read] Lourdes >> Hello! My names, as you can see, is Lourdes Smith and I'm the FOR-PD Reading Specialist. If you just joined our chat please remember to use the ! symbol and wait to be called upon.

Melanie >> Norberto, if you have a technical question that wasn't covered tonight, please contact our help desk.

Norberto >> ok



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[FORPD\_Read] Lourdes >> I do hope you're each having a good first two weeks of the course. I know you're learning many new things and hopefully doing well navigating the course.

[FORPD\_Read] Lourdes >> As Melanie noted at the beginning of the course, reading through lesson 1 is so very important...

[FORPD\_Read] Lourdes >> It provides you with a roadmap on how to travel through our course.

[FORPD\_Read] Lourdes >> At this time, I'll take any content or course assignment questions.

Richard >>!

[FORPD\_Read] Lourdes >> Richard?

Josephine >> Yes, reading through lesson 1 and putting it in to practice is essential for me to actually acquire the information.

Richard >>I found myself reading several articles several times in lesson 1...

Richard >> is there a system we might follow to help us not repeat the readings unnecessarily#

[FORPD\_Read] Lourdes >> Richard, which areas do you feel you repeated?

[FORPD\_Read] Lourdes >> I will say that one of the best tools of the course, that may help you with keeping track of what to do and where to go, is the task list located on the very first page of the lesson, the objectives and task page.

Richard >> I am not sure what they were, I guess I am asking is there a place to go first, second and so on.

[FORPD\_Read] Lourdes >> Ahh... that's what I thought it might be. The task list is helpful. Many folks have printed it out actually mark it off. Others just read it online. Each lesson has its own task list.

[FORPD\_Read] Lourdes >> They really are helpful as they provide exactly what you need to read, review, and do within the lesson.

Richard >>I found the task list last but it is a lot easier if it is first.

Norberto >> !

Sherry >> !

Alisa >> !

[FORPD\_Read] Lourdes >> I agree, Richard. We put it toward the beginning so hopefully it will be useful

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as you begin each lesson.

[FORPD\_Read] Lourdes >> Norbero?

Norberto >> how do you find the literacy log#

Lemuel >> !

[FORPD\_Read] Lourdes >> The literacy log is located in the quiz area. We had to make it a quiz as we had to meet certain parameters of WebCT...

[FORPD\_Read] Lourdes >>The literacy log directions, for each lesson 2-14, is located on the introduction page of the lesson...

[FORPD\_Read] Lourdes >> Specific directions for the literacy log is located in lesson 1.

[FORPD\_Read] Lourdes >> Norberto, did that help or where you looking for other info?

Norberto >> !

[FORPD\_Read] Lourdes >>Yes, Norberto

Norberto >> yes thank you

Shauna >> !

[FORPD\_Read] Lourdes >> Sherry, do you have a question

[FORPD\_Read] Lourdes >> Sherry?

Shauna >> Will we have additional opportunities to chat and ask questions as we continue to take this course?

Shauna >> #

Sherry >> The question has been asked and answered. Thanks#

[FORPD\_Read] Lourdes >> Shauna, before I take your question, let me continue with our next person, Alisa.

[FORPD\_Read] Lourdes >> Alisa, did you have a question?

Alisa >> yes - thank you

Alisa >> Are we required to post more than one reply to a classmates post?#

[FORPD\_Read] Lourdes >> No, you only need to post 1 response to a classmate...

Alisa >> Thank you.#



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[FORPD\_Read] Lourdes >> of course, you can post more than one. Just make sure that at least one of the replies is high quality...

[FORPD\_Read] Lourdes >> Lemuel, do you have a question?

[FORPD\_Read] Lourdes >> You're welcome, Alisa#

Lemuel >> yes...

Lemuel >> I answered questions one and two on the literacy log, but I wanted to exit and read the lesson material before continuing on. Can I exit the log without losing anything I had already typed and enter back into it tomorrow?#

[FORPD\_Read] Lourdes >> Yes, as long as you do not process the log. Once you input it and process it you'll have to come back and finish in a second log.

[FORPD\_Read] Lourdes >> You're first 2 parts will be there, but will be in another entry...

[FORPD\_Read] Lourdes >> If you have further questions, our tech/help desk team can assist you...

[FORPD\_Read] Lourdes >> Shauna, you had a very good question regarding more opportunities to chat and ask questions...

[FORPD\_Read] Lourdes >> We will have another chat here on Thursday of this week...

[FORPD\_Read] Lourdes >> We will also have a follow-up chat toward the end of the course...

[FORPD\_Read] Lourdes >> If you have other questions you should first contact your facilitator. He/She may have online office hours where you can "meet" them to chat via a chat room like this one...

[FORPD\_Read] Lourdes >> Plus, if you have further questions/comments, you can always contact our office directly. You can reach the help desk at [forpdhelp@mail.ucf.edu](mailto:forpdhelp@mail.ucf.edu) and the main office at [forpd@mail.ucf.edu](mailto:forpd@mail.ucf.edu).

Lemuel >> !

[FORPD\_Read] Lourdes >> Lemuel

Lemuel >> so it is better to try and complete the log tonight instead of waiting until tomorrow?#

Josephine >> !

[FORPD\_Read] Lourdes >> At times I think it is. If you do your log writing in a word document, you can save it and then enter it into the lit log via copy paste a lot easier...



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[FORPD\_Read] Lourdes >> plus you'll have a copy saved to your computer...

[FORPD\_Read] Lourdes >> Josephine?

Josephine >> Will you the instructor give feedback on the literacy log?

[FORPD\_Read] Lourdes >> Your facilitator will give you some feedback and a grade for the literacy log entries...

Ruby >> My log states a I know

Josephine >> Thank you.

Shauna >> !

[FORPD\_Read] Lourdes >> Ruby

[FORPD\_Read] Lourdes >> You're welcome, Josephine.

Ruby >>My log states a zero grade..

Ruby >>this is normal..

Ruby >>when do I expect a real grade?

[FORPD\_Read] Lourdes >> You're right Ruby, the "0" noted within the lit log area is normal to see and as you read in lesson 1 just means processed...

[FORPD\_Read] Lourdes >> you'll see your grade when you access the grades link located in the light blue menu on the left side of the course....

Ruby >>Thank you

[FORPD\_Read] Lourdes >> all the grades for quizzes, logs, and discussions will be posted there.

[FORPD\_Read] Lourdes >> No problem.

[FORPD\_Read] Lourdes >> Shauna?

Shauna >> Are there any issues or precautions about going ahead with the lessons?#

[FORPD\_Read] Lourdes >> yes, Shauna. FOR-PD finds that participants do better and learn more when the group works together and goes through the lessons following the schedule provided...

Ruby >>!

Ruby >>The schedules on the logs don't seem to match this term..??

[FORPD\_Read] Lourdes >>If someone goes many lessons ahead, their facilitator does not have to grade

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in advance and if there are issues or questions, the participant will still have to return to leave responses and also fix any issues.

[FORPD\_Read] Lourdes >>Ruby, I am not sure what you mean by match? Match the schedule

[FORPD\_Read] Lourdes >>?

Shauna >> That makes sense. Thank you.#

[FORPD\_Read] Lourdes >>you're welcome, Shauna

[FORPD\_Read] Lourdes >>Ruby, can you e-mail me at losmith@mail.ucf.edu and let me know about any issues you see with the lit logs and the schedule?

[FORPD\_Read] Lourdes >>that would be very helpful as we are toward the end of our chat tonight

Lemuel >> Thank you for your assistants

[FAC] Lynda >> Thanks, Lourdes and Melanie. :)

Melanie >> Thank you everyone for joining us tonight.

Melanie >> If there were any questions not covered by us, please contact FOR-PD.

[FORPD\_Read] Lourdes >> Thanks and have a good evening...

Josephine >> Thanks - enjoyed the first FOR-PD chat.