**How to Use TodaysMeet.Com**

Teacher:

* Go to todaysmeet.com
* Name your “room”
	+ If the name is available, a green check will appear. If not available, a red X will show and you’ll have to use a different name
	+ Room names can be reused, but not until the current room by that name closes.
	+ I use my school’s initials (sshs) and my room number (303) as my “room name”.
	+ If I need small groups, I add a period number or group number (eg: sshs303group2)
* Select the time your room will be open (you cannot use the same name for a new class or conversation until it closes)
	+ If you want to reuse your room name frequently, select “one day” or “eight hours” as your time.
	+ Select “one week”, or longer, for projects and ongoing discussions.
* Sign in
* post your instructions (guided question, task, etc)
	+ Option: “projector” view if displaying conversation on screen at front of room
	+ Option: click on gear symbol and turn on “show speaker colors” to easily see who is posting.
* Recommended: save, or print, a transcript of the discussion (transcripts are shown/saved in chronological order)



Students:

* Go to todaysmeet.com/room name
* Log in with your first name and last initial (to receive credit for posting)
* Use standard English and complete sentences. No “text speak” or hashtags.
* Stay on topic.
* Post appropriately. School rules and AUP are in effect.