

Talk. Listen.

Create a Room.

Make your very own private chat room with Today'sMeet. Teachers can make a chat room for students and groups of students to discuss and ask and answer questions, and engage in the lesson during the presentation. It is a great resource for in class or homework collaborative discussion.

To set up and use Today'sMeet:

1. Prior to your meeting or lesson, open your Internet browser and navigate to <http://www.todaysmeet.com>.
2. Enter a name for your room by typing a name in blue "Name your room" field. For example: Smith1 or Meeting-8-18.

Rooms names must have:

- 127 characters or less.
- must start with a letter or a number.
- must only contain letters (a-z), numbers (0-9), dashes (-) and underscores (_).
- no spaces.

Note: If the name you chose for your room is already taken, a red X will appear next to the URL under the heading of Name a room.

3. Decide when you want Today'sMeet.com to automatically delete your room: in 2 hours, 8 hours, 12 hours, one day, one week, one month, or one year. Set the delete day by clicking the down arrow and highlighting your selection in the blue field next to "Delete the room in".
4. Skip the "Twitter hashtag" field.
5. Click "Create your room".
6. This will take you to your room. Copy the web address in the URL to give to your students or meeting participants.

To use Today'sMeet:

Listen.

Talk.

What's your name?

Join.

1. When the students arrive at your room's website, they will type their first name or group name in the blue field under "What's your name?" and then click **Join**.
2. This will take them to a page divided into two columns: Listen and Talk.
3. To talk, the student can type comments or questions in the blue field under **Message**: and click **Say**. Their comments, along with the comments of their peers, will appear in the left column under **Listen**. Their name and the time will appear under the comment.

Printing the conversation:

1. On the Listen Talk page where the conversation appears, at the bottom of the Listen column is a **Transcript** link and a **Projector** link.
 - The Transcript link takes you to a page that displays the conversation in chronological order. However, this view does not update automatically.
 - The Projector View takes you to a page that is in reverse chronological order but updates automatically.
2. Click on Transcript link or the Projector link.
3. On the browser menu, select File>Print to print or save as a PDF file using Cute PDF Writer.

Instructional Implications for the Classroom:

1. When using TodaysMeet, students are engaged and are held accountable for listening. Students become participants in an interactive audience requiring them to provide comments, questions, ideas, evidence, arguments, solutions, etc.
2. Students can use TodaysMeet.com to engage in conversation during or after listening to or viewing a wide range of activities such as a lab demonstration, a lecture on a subject, a video, a student presentation, etc.
3. Students reluctant to communicate orally in classroom conversations will be motivated to participate when using technology.
4. Using TodaysMeet can promote conversation and critical thinking.
5. TodaysMeet can provide a teacher a view of the depth of a student's thinking and their ability to collaborate.