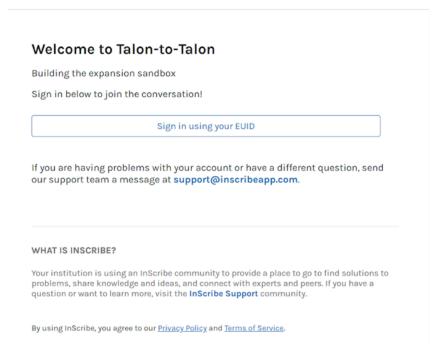
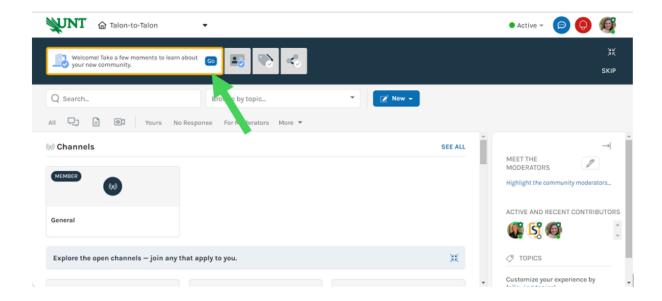


## **Talon to Talon Student Onboarding:**

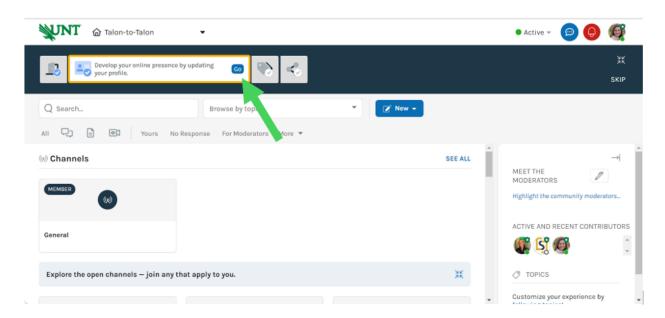
1. Sign In: Sign in to the community using your UNT EUID.



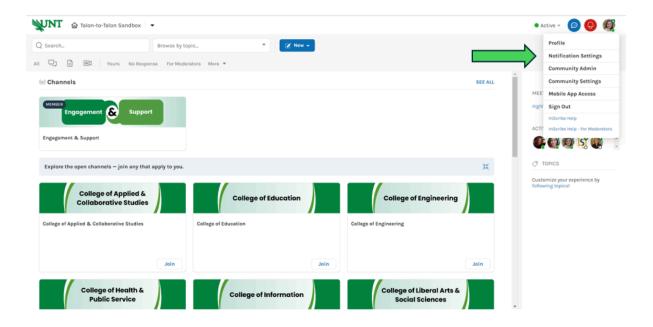
**2. Orientation:** Once logged into the community be sure to complete the orientation by selecting "Go"



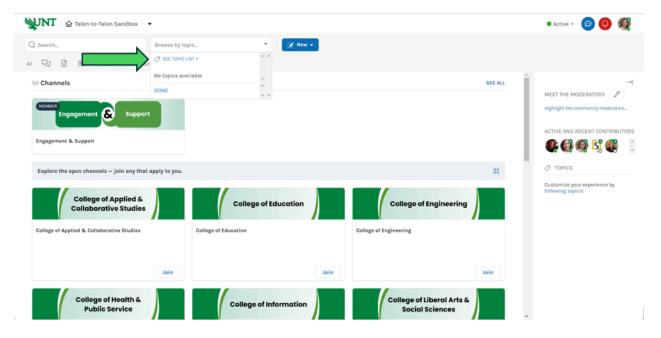
3. Complete Profile: Click on the next logo to update your User Profile.



**4. Set Your Notifications:** Select your email notification settings for resources, posts, chats and messages you create or follow.

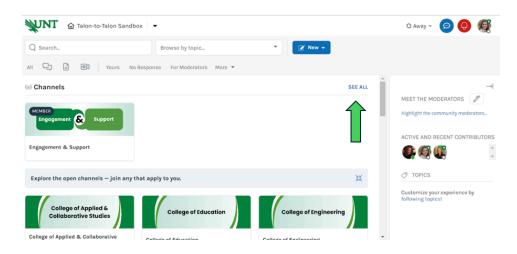


**5. Follow Topics:** Follow topics of interest.



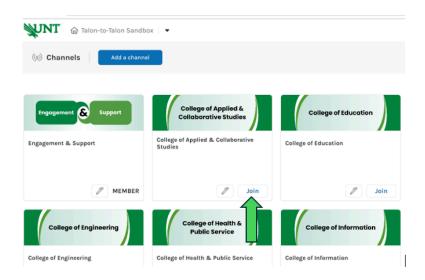
- **6. Join Channels:** Be sure to join the Engagement & Support Channel and your individual College Channel (or will students be auto populated to their college channel?) Channels are subgroups within a community, used to organize conversations and community resources.
  - a. How do I join / leave channels?
  - . The "General" Channel

 Communities that use channels all have a "general" channel and everyone in the community is a member of that channel. In Talon to Talon, this channel is called <u>Support & Engagement</u>, you can tell which one it is because it's typically listed first and you aren't able to "leave" it.



## b. Open and Closed Channels

1. Most channels on Talon to Talon will be Open. You will see open channels on the "Channels" page with "join" buttons. There are several ways to get to the channels page — one easy way is by clicking on the "See All Channels" link in the channels menu in the header on most of the community views.



2. Closed channels are channels that you have access to based on course membership or membership in another type of group. You can "leave" closed channels but be cautious about this because in

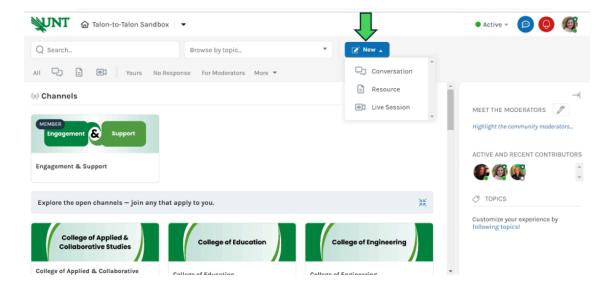
some cases, if you leave a closed channel, someone needs to add you if want to get back in. If you don't see a closed channel that you believe you should have access to, you can check with a course moderator

7. There are several ways you can communicate within the Inscribe channels:



#### a. Conversations

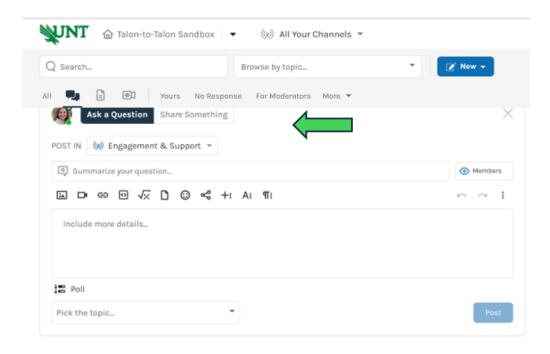
- . Conversations are the heart of InScribe communities. They are comprised of an initial post with responses and replies. Each time you start a conversation, you are creating an opportunity for community members to connect. Community members start conversations for any number of reasons. Some common goals for starting a conversation include:
  - 1. Moderators (instructors, advisers, and other support personnel) start conversations ...
    - a. To share content and other information.
    - b. To facilitate discussion between other community members.
    - c. To offer encouragement and proactive support.
  - 2. Students start conversations ...
    - a. To ask for help with course material.
    - b. To find support and peer connection.
    - c. To proactively support their classmates and peers.



ii. Conversations can be started to "Ask a Question" and to "Share Something". Question Posts are typically used when the member is seeking an answer(s) to a problem or issue they are facing or when

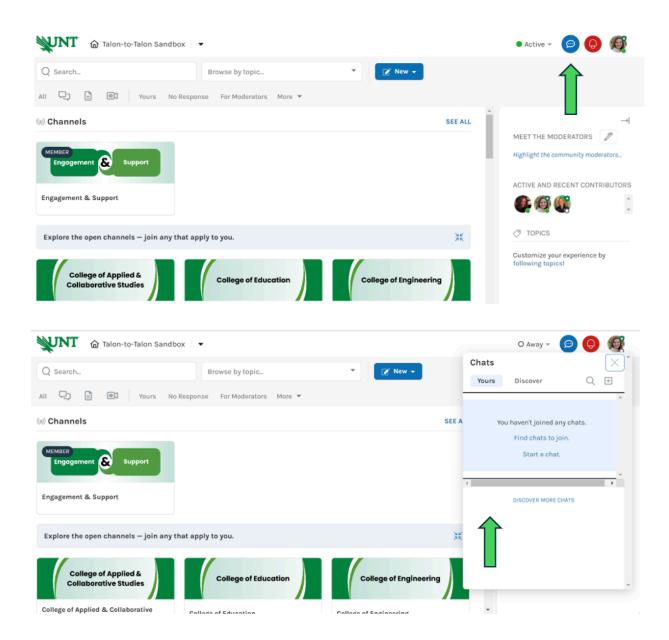
proposing a question to ponder and discuss. Share Posts are used to share information, ideas, stories, and more.

1. Anyone with a role of "Asker" or above can start a conversation



# b. Chat

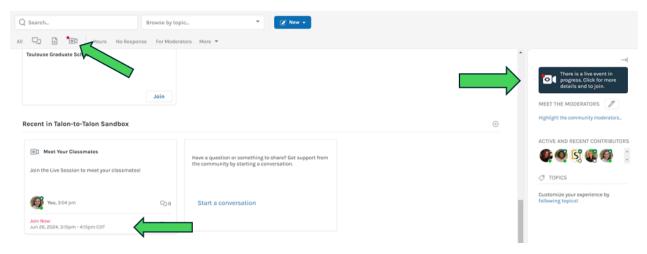
- i. Chat is an excellent tool for real-time and smaller group interactions because it allows for a dynamic "back-and-forth" exchange of information and ideas. If a situation requires a more rapid exchange, then we recommend starting a Chat. Chat messages tend to be more informal than other posts and while Chat message are searchable, they often don't work as well as conversations and resources for creating a knowledge base.
- ii. It is not uncommon for a question to start as a conversation post and transition to a chat in order to work out a solution. When this happens, we recommend posting the solution back to the conversation so the answer is associated with the original question.



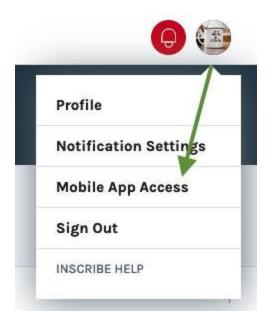
c. Join Live Sessions







- I. There will be several ways to see when a live event has started. See the image above.
- **8. Mobile App:** InScribe has a mobile app, available for both iOS and Android! From the mobile app, you can ask and answer questions and you'll get notifications about new activity in your community.



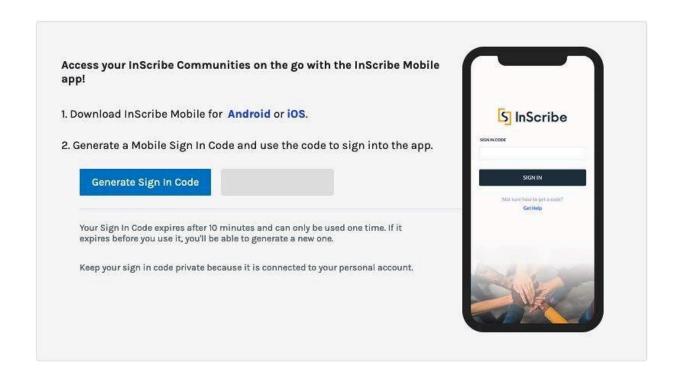
### a. Download the Mobile App

Search for "InScribe Education" in the Android or IOs app store.

You'll sign into the app using a "Sign In Code." This code can be generated in your community when using InScribe from a browser - like Chrome, Safari, or Firefox.

### b. To generate the code, just follow these steps:

- i. Go to your community through a web browser, the way you normally do.
- ii. Click on your profile circle in the upper right corner to open the menu, then select, "Mobile App Access" (see above).
- iii. Click the Generate Sign In Code" button.



Your code will appear in the gray box to the right of the button.

**Note:** Your sign in code expires after 10 minutes and can only be used one time. If it expires before you can use it, you can click the blue button to generate a new one. Keep your sign in code private because it's connected to your personal InScribe account!

- c. Enter this code in the box on the "Mobile App Sign-In" Page and click the "Sign in" button.
- **9. Inscribe & UNT Support:** Contact your Moderators. You can see who the moderators are in the "Meet the Moderators" section of Talon to Talon.

