

Getting Started with Today'sMeet

STEP 1 - Go to www.todaysmeet.com and create a free account. *You can create a room without establishing an account but you won't be able to take advantage of the new features.*

STEP 2 - Name your room, establish the timeframe for the room (*remember that if you keep the room open for an extended period of time, you are responsible for continuing to monitor it*), and select who can join (choose **anyone** *the default) → Click **Open your room**.

Open a new room

Pick a name

MyRoom

Keep the room open for

one week

Who can join?

- Anyone
- Signed-in users
- My School

Open your room

Your rooms

Sort rooms

Closing first **Closing last** Opened first Opened last Name

Only show...

Open Closed **All**

Search

Search your rooms

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SampleRoom1

Closed 10:30pm, Sun, Jan 4, 2015
Opened 10:29pm, Sun, Jan 4, 2015

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STEP 3 - Enter your Nickname (*this is your display name*) → Click **Join** *Students should use ONLY their first name & last initial or a number (Student 1, Student 2...).

Today'sMeet

Sample 1

Listen

Room Tools

Talk

Nickname:

Join

By submitting this form you agree to the [Privacy Policy](#) and [Terms](#).

STEP 4 – Begin back channeling! Enter your text in the blue message box → Click **Say**.

Today'sMeet

Listen.

Talk.

Message:

This is a sample.

123

of characters (140 max) remaining

Enter your text here

By submitting this form you agree to the [Privacy Policy](#) and [Terms](#).

Say.

STEP 5 – As students submit their messages, they will populate in the **Listen** window. With the new moderator feature, you can place your cursor over a student's message to delete it, if necessary.

Today'sMeet

Sample1

Listen

For advanced features, click on **Room Tools**.

Present and Share

Projector View

QR Code

<http://today.io/wd9/> Copy

Embed >

Info and Tools

Closes at Tue, Jan 06, at 04:34 AM UTC.

close now

Save

Transcript

Preferences

Show speaker colors?

Use relative dates?

Room Tools

From the Room Tools menu, you can select projector view, generate a QR code or short URL for students, close the room early (click close now) and view a copy of the transcript.

Reminders!

Save the transcript or put it into a wordle to do a quick analysis of the discussion!

ONCE THE ROOM CLOSES, THE TRANSCRIPT IS LOST.

You can close a room at anytime by clicking on "My Rooms" in the top right corner and clicking the X next to the room name.