Getting Started with Today’s Meet

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.

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

**Listen.**

**Talk.**

**Message:**

*This is a sample.*

By submitting this form you agree to the Privacy Policy and Terms.

**Enter your text here**

**# of characters (140 max) remaining**

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.

**Listen**

**Sample 1**

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

**Present and Share**

**Projector View**

**QR Code**

[http://today.io/wordle](http://today.io/wordle)

**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?

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.