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GAIA MODERATOR INFORMATION

The GAIA workshops are enabled with GAIA collaboration technology to allow active participation by workshop attendees. Moderators need to be aware of the available technologies to allow full participation including making comments, sharing documents and graphics, and polling the attendees. All of this technology allows information to be extracted and recorded, so that the workshop events are available for follow-on efforts long after the conference has ended. This document describes the features of the GAIA collaboratory available from the GAIA website, with a particular focus on what features will be used to support the workshop during the GAIA conference.

ACCOUNTS AND USER PROFILES

Each workshop participant must login to the GAIA web page with their account in order to participate in polls, make comments, share files, and utilize other features described in this document.

GAIA WEB MEMBER ACCOUNTS

User accounts have been assigned to all pre-registered conference participants in advance. Walk-in registrants will have to get an account and password from the Conference Support personnel. Generated user names are listed in the following format so that contributors to a session can be easily identified: “Firstname.Lastname”.

USER PROFILES

Contributions from registered users will appear on the web pages with a username attribution. On the GAIA web pages, usernames appear as links to the user profiles. User profile information can contain bio, a bibliography of published or presented papers, a link to associated GAIA blogs (if any), affiliation, the URLs for relevant websites, and any other information that a user cares to enter.

Profiles have been created for conference moderators and speakers. In order to access or edit your profile, click on “My Account” under User Functions on the left hand side bar. A sample user profile is shown below.
NAVIGATING TO THE WORKSHOP PAGE

The GAIA web maintains pages specific to each workshop. These can be reached from the links on the conference agenda page. Clicking on a link to a workshop page brings you into the workshop space. The image below illustrates the agenda links.

OVERALL LAYOUT FOR WORKSHOP PAGES

Each workshop page has multiple elements; we’ll go through them here.

CENTER SECTION

The top two sections of the center panel are collapsible: Moderator biographies and Rapporteur Notes. The Notes section will be filled during the workshop by an identified rapporteur or note-taker. Users can see the latest notes by refreshing their page. The bottom pane of the center section will display comments made by participants during the workshop sessions. The comments are threaded, so individual remarks can be specifically addressed by other participants.
RIGHT SIDEBAR

The right sidebar contains:

- a list of who is logged in and viewing the workshop page,
- a list of uploaded files for a given workshop and a link to the digital reference library.

The “who’s viewing” block lists the usernames of the participants who are logged into GAIA and are viewing the workshop page. Usernames are links to their user profiles. By default, the page will show up to 10 users. If there are more than 10 there is an option to show the entire list.

Participants can upload files, graphics, etc. to share during their workshop. This list will be maintained on your “Files on this page” block on the right sidebar. (See image.) All files uploaded to the workshop page will be listed in this second panel. A link to the reference bibliography is also available for reference.

MAKING COMMENTS AND UPLOADING FILES

In the previous section, it was pointed out that there is a way to upload material for use specifically for your workshop at the bottom of the page. Uploading documents will be covered in this section. (It is highly recommended to upload all potentially needed material before the workshop begins.) Preregistered workshop participants can also use these links to load files before the workshop takes place, during the workshop, or for
some time after the workshop has ended. It is important to understand that files are uploaded through the “Add new comment” feature in the Comments section of the center panel. This particular feature allows both file uploads and commenting capabilities.

Participants can add comments and files on the workshop page by clicking on the “Add new comment” link.

Comments should have a subject.

Users are required to enter a description. GAIA comments use a built-in editor to enable formatting of information.

Comments allow for files to be attached (described in the next section).

**ATTACHING FILES TO COMMENTS**

Attaching files is a two-step process. First, files are uploaded by first adding a new comment (described above). The comment description box will describe the relevance of an uploaded file to the topic at hand. Second, click on the “File attachments” link at the bottom of the page to open the file attachment interface.
Clicking on the File Attachments link opens the file attachment interface. Under the Attach new file heading, either enter the file location, or click on the browse tab to locate the file to be uploaded. Once the file is selected, click the “Attach” button.

Participants should then click the preview button to check the entries.

Once the file is uploaded and the comment is previewed, users must choose an option regarding the legal rights to distribute the file – whether the author has full rights to share, or that only limited distribution is permitted. The comment with attached file can then be saved by clicking the “Save” button.

The comment then appears on the comment page with attribution. Images are displayed in the under the comment text.
Rapporteurs or note takers are assigned to each workshop session. They will note any items of significance – comments from the audience, mentioned references, issues tabled for later follow-up, and consensus opinions. Their notes are entered into the workshop page in real time. Users wishing to view the latest notes will need to refresh their workshop page in their browsers.

**POLLS AND POLL CREATION**

During the workshop, Moderators may want to poll the participants. Most of these poll questions should be set up before the workshop takes place and can be guided by interaction with your assigned facilitator. It is preferred that poll questions and types are set up in advance, but if they are not, then the GAIA workshop technology facilitator can set up a poll on the fly. Moderators need to be aware that polls can be created, used, and the results can be viewed immediately. This section describes poll types and the basic administration of polls for the GAIA website.

**TYPES OF POLLS**

There are three types of polls that will be used. Polls are built into Drupal, Binary Polls and Ranking Polls are enabled by the Advanced Polls option.

A “Poll” is a multiple choice poll with one option selected with ‘radio’ buttons

A “Binary Poll” can be configured to allow multiple selections, in which case radio buttons are replaced with checkboxes. Can also allow write-ins.

A “Ranking Poll” presents a list of options for ranking. There are two ways of scoring. A ‘Runoff’ gives 1 point to the top rank and 0 to all the others. ‘Bordia’ assigns points starting with 0 for the bottom, 1 for next-to-last, etc. up to the top. Users do not have to rank every item. Write-ins can be enabled.

The write-in option for the Binary or Ranking polls could be used to support audience-created lists with preference voting.

**ACCESSING AND PUBLISHING POLLS**

In order to publish polls, first get a listing of them using the content filter.

http://gaia.jhuapl.edu/admin/content/node

Use the button to clear out whatever the current found set is.
Filter for one of the three poll types: polls, binary polls, or ranking polls.

Check the box next to the polls you want to publish or unpublish. Choose the appropriate action in the 'Update options' menu, and press the 'Update' button.

**ALTERNATE MEANS OF PUBLISHING**

You can also change the publish status from the poll’s edit screen. Scroll down to the bottom and expand the ‘Publishing options’ section, and check the box for ‘Published’. It should now show up on every page where it is enabled. Unchecking this box makes it disappear.

**REMOVING POLLS**

Use the same method as above, but choose ‘unpublish’, or edit the poll directly and deselect ‘published’.

**VIEWING POLL RESULTS**

Published polls should appear similar to the graphic on the right. Normal users will not see the ‘edit’ link on the bottom; only conference organizers and administrators. After they vote, each user should see results of the poll so far. They may have to refresh their screen as new results come in. To see who has voted, you can follow the edit link and use the ‘Track’ tab.