How to Use Classroom Salon
Student Manual

Step 1: Create or receive an account

- To Create an account go to http://classroomsalon.org and click on SIGN UP

  Enter your name, an email address (must be valid to recover passwd) and a passwd. You must receive a registration code from your instructor.

- To receive an account, ask your instructor if he/she has created an account for you.

Step 2: Login to Classroom Salon and Join your course Salon(s)
There are few ways to join your course Salon

  (a) If you know the name of the salon, just search for the Salon and join

  (b) Or your instructor may have sent you a link to join. Just click on the link to join
Step 3: Accessing Tasks/Documents in your Salon

From MY SALONS you can access your Salon

**QUICKSTART**

Choose an Activity:
- Create a Task/Doc
- Find a Salon
- Start a Salon
- Edit Profile

Choose your Workspace:
- My Salons
- My Documents
- My Recent Documents
- My Notebook

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Step 4: Understanding the meanings of Icons

There can be up to 4 icons next to each document

Icons are described from left to right

- 🌟 This is the **Task/Doc manager** icon. It appears only if you uploaded this document (i.e. you are the owner) to Salon. Only the document owner has rights to delete/edit/set conditions for the document from this icon

- 📊 This is the **dashboard** icon. From Task/Doc dashboard you can see summary of activities. Typically your instructor will be monitoring this

- 🖊 This is the **participation mode** icon. In participation mode, you only can see/edit/delete your comments. You can also annotate the document in “lights out” mode (a desirable mode for reading electronic documents)

- 🎨 This is the **view mode** icon. In view mode, you can see everyone’s comments and join a discussion thread or reply to others comments. You can also filter your comments (hide all and then select you). You can also easily edit or delete your comments.
Step 5: Participating in Salon Activities

There are two ways to access and participate in Salon activities.

- If your task has a deadline, most likely it will appear on Salon TASK wall as shown below. Salon Task Wall can be found from Home page (top right). Task wall will display due date and how many dates left for you to complete the assignment. You can click on PARTICIPATE or VIEW icon to access the document.

```
<table>
<thead>
<tr>
<th>Written Assignment 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>due: 08/09/2012 - 0 days left</td>
</tr>
</tbody>
</table>
```

```
<table>
<thead>
<tr>
<th>Pattern matching and regular Expressions - reading 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>due: 08/09/2012 - 0 days left</td>
</tr>
</tbody>
</table>
```

- The Second method of access is through the Salon home page. Click on MY SALONS and then choose the Salon. You will find TASKS/DOCUMENTS in this Salon as shown below. You can always access your tasks/documents from each salon home page.
Step 6: Annotating and responding questions in PARTICIPATE MODE

In PARTICIPATE MODE you simply choose the text and annotate. Choose TAGS (if applicable) and importance and Save your comment. You can edit or add more highlights to a single comment from the right.

If the document has questions, you click on RESPOND button and respond to question. You can also choose breadcrumbs to corroborate your answer.
Step 7: Working in the VIEW MODE

VIEW MODE is the social mode. That is, you get to see where other students have commented. In view mode, you can simply click on a highlighted area to see comments.

You can join any discussion thread or reply to a single comment. Replying to comment will generate an email to the comment owner and will attach your comment to the discussion thread.

You can also filter users from the right and program will automatically save the STATE. That is, you will only see the comments from the users you selected. This is a great feature to work as a subgroup within the same context. At any point you will be able to turn all comments.
Step 8: Keeping Up with Annotations
As you login to Salon, you will see the latest comments posted by your colleagues. You can filter by Salon or Documents to see specific situations. You can also directly visit the document or salon or reply to the comment posted. Scrolling down will load more comments (as necessary).

Step 9: Accessing Salon with your Mobile Devices
Salon can also be accessed from your Tablet or Phone. Simply create a browser shortcut on your mobile device to http://classroomsalon.org/mobile
There are no applications to install. This is the best way to access your salon activities from your ipad. From your mobile interface you can reply to comments or vote on comments.
Step 10: Accessing Your Salon MY NOTEBOOK
Salon maintains all your notes under MY NOTEBOOK. You can filter notes by a SALON, document or by DATES. You can also print all your notes as a hard copy or in pdf. This is a great way to study for your exams based on all the notes you have taken in the course. Since each of your comment is associated with base text, there is no ambiguity about the context of the comment.