

TALKPOINT HELP

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1. GLOSSARY OF TERMS

Teacher Account:

An account held by a teacher or a moderator of a Class

Student Account:

An account held by a participant/student of a Class.

Class:

A collection of student participants

Talkpoint:

A forum (BBS) for posting solutions or responses to given situations. It is created under a Class. There may be 1 or more Talkpoints in a Class.

Host Teacher:

A teacher who creates Talkpoint.

Partner Teacher:

A teacher who has his/her Class join into a Talkpoint created by Host Teacher

Partner Student:

A student in the partner teacher's class.

Student Invitation Code:

A Teacher provides this to his/her students to be granted enrollment into a Class.

Teacher Invitation Code:

A teacher provides this to a Partner Teacher who wishes to have his/her Class join in a Talkpoint.

Optional ID:

Information that a teacher may use to identify a student for participation. This may be in the form of an email address, student ID number or real name.

2. FOR TEACHERS

1) Steps for Teachers Using Talkpoint.org

Host Teachers:

- 1. Create Talkpoint Teacher Account**
- 2. Create a Class**
- 3. Create a Talkpoint (Click on "Create Talkpoint")**
- 4. Provide Student Invitation Code to Students**
- 5. Provide Teacher Invitation Code to Partner Teacher(s)**

Partner Teachers:

- 6. Create Talkpoint Teacher Account**
- 7. Enter the Teacher Invitation Code that you obtained from the host teacher to join in the Talkpoint. (Click on "Join Talkpoint")**
- 8. Give Student Invitation Code to your students**

2) FAQ for Teachers

Why do I need to create an account?

- 1) to make this website usable by all teachers and students. Without making an account, the number of postings per a situation becomes too large for teachers and learners to handle
- 2) to let Japanese language teachers and English language teachers collaborate and let their students have discussions through the Internet.
- 3) to let teachers to be able to monitor student participation in the projects.
- 4) to prevent inappropriate postings and to collect better data.

Why do I need to enter school/class information?

Name, name of school, term, level, type of school, number of students, target language, and local language are asked for three purposes.

- 1) to set up a class account.
- 2) to prevent inappropriate accounts/postings.
- 3) for those who are interested to find Partner Teachers through the Internet (starting from year 2005).

This information will not be released without permission by the teacher.

Why do I need to enter my email address?

Email address is used to deliver password information to the user through an account activation mechanism and is also used to prevent inappropriate postings and it will not be used for any other purposes.

What is the Difference between a Class and Talkpoint?

In order to start a Talkpoint, a Class must be initially created. You can have one or more Talkpoints in a Class. When your students join the Class, they will be able to enter responses to all Talkpoints under the Class.

How many Classes May I have?

You maybe have as many classes as you would like under your Teacher Account.

How many Talkpoints May I have?

You may have as many talkpoints as you would like.

May I delete Students from My Class?

Teachers have the right to delete students that have responded in an offensive manner.

When the teacher deletes the student, the student is deleted from the class and all talkpoint responses under the class.

May I delete Students that Join A Talkpoint through a Partner Teacher?

You can only delete students in your class. You will have to contact the Partner Teacher regarding a Partner Student's behavior. Partner Teachers can only delete their own students.

Why do my students not see Talkpoints after entering the Student Invitation Code?

Even though a Class is created, you may have forgot to create the Talkpoint. Without creating the Talkpoint, students will not be able to start their responses. Please create the Talkpoint for your Class, and have the students log in again.

May I end a Talkpoint Ahead of Schedule?

Yes. You may do so after all Talkpoints under your class are completed.

Can I host a Talkpoint and also be a Participant Teacher for another Class or Talkpoint?

Yes. You can be both at the same time.

Is this website based on any study?

Yes. Please visit [About Talkpoint](#) for details.

3. FOR STUDENTS

1) Steps for Students in Using Talkpoint

- 1. Create a Talkpoint Student Account**
- 2. Join Class by entering Student Invitation Code provided by your teacher**
- 3. Post your responses or solutions to Talkpoints**
- 4. Go to View Postings to see postings by other students and to Discussion Forum to interact with students in the Partner Class and your Class**

2) FAQ for students

Will my information be shared?

Your user name, age range ("undisclosed" can be chosen), gender, and country where you are most culturally involved with are pieces of information that will be displayed on the Talkpoint responses. Other students who are in your class and partner students will be able to see this information and your responses as well. The pieces of information are shared because these are important to analyze the postings.

Why do I need to enter my email address?

Email address is used to deliver password information to the user through an account activation mechanism and is also used to prevent inappropriate postings and it will not be used for any other purposes.

What is a Partner Student?

When a Teacher Creates a Talkpoint, they will ask a Partner Teacher to join the Talkpoint. The Partner Teacher enrolls him/herself and his/her students into the Talkpoint so that both your teacher and partner teacher may be able to compare responses of the same topic using different cultural viewpoints. **Partner Students** belong to a Class of a Partner Teacher.

After logging in, I was asked to enter Optional ID. What will this be used for?

The **Optional ID** is used by teacher to identify students for 2 main reasons. The first reason is that some teachers would like to check attendance and use this for participation tracking. The second reason is that the teacher will be using this information to identify students have posted information that is offensive and inappropriate for the Talkpoint. This **Optional ID** is accessible only by your teacher.

Why do I not see a place to enter my responses after entering the Student Invitation Code?

Most likely, your teacher has not created the Talkpoint yet or the Talkpoint has not been properly initiated by the teacher. Please inform your teacher about this.

You agree, through your use of this website, that you will not use this website to post any material which is knowingly false and/or defamatory, inaccurate, abusive, vulgar, hateful, harassing, obscene, profane, sexually oriented, threatening, invasive of a person's privacy, or otherwise violative of any law.

How do I get in touch with a member of Talkpoint.org staff for problems on the website?

You should contact your teacher regarding technical problems.