First Timer Setup Instructions for Collabrify Map

Estimated time required to complete: 9 minutes
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Contact us: IMLC-Info@umich.edu

Our suggestion for gaining an understanding of the Collabrify apps is to try one out. We suggest Collabrify Map – it's a fun one, in particular. In what follows you will learn to use Collabrify Map – by yourself, solo. BUT, at the end of the tutorial, we will suggest you invite someone else to work with you on the concept map being built. If someone can't join in, no problem, simply finish the tutorial by renaming the file, as instructed. At a later time, however, do find a partner and work together to extend the concept map you built by yourself. Instructions for this 2nd session are given at the end of the tutorial.
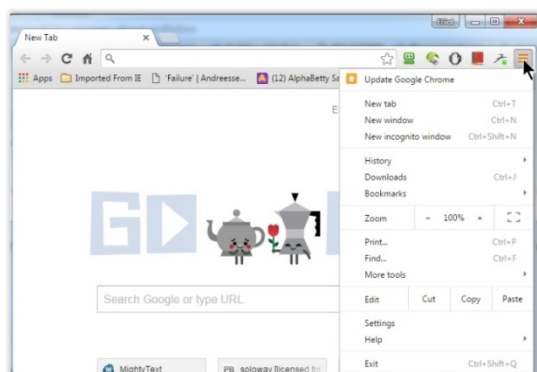
Please, if you have problems, do not hesitate to contact us at imlc-info@umich.edu – or call me, Elliot Soloway at 734-355-4098. We can't foresee the mis-steps that might well happen… And we apologize in advance for whatever glitches you run into! But, if a problem arises, contact us and we will work with you to resolve the problem…And in all likelihood, the glitch is something small and with a bit of conversation, the glitch can be rectified!

Thank you for your willingness to try something new! After you have used this tutorial, please let us know how it all worked out – and we absolutely welcome suggestions for improving the tutorial -- as well as the apps themselves!
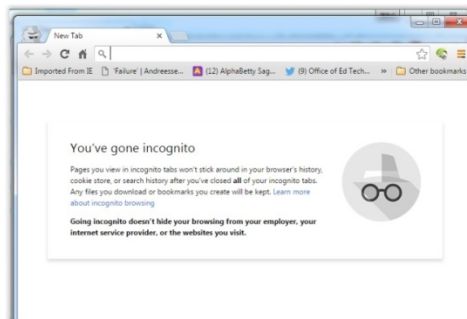Josh and Elliot

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Step 1: Please, open Google Chrome Browser – Our apps work best in Chrome. (The Collabrify apps also work well in Safari and Firefox; the apps
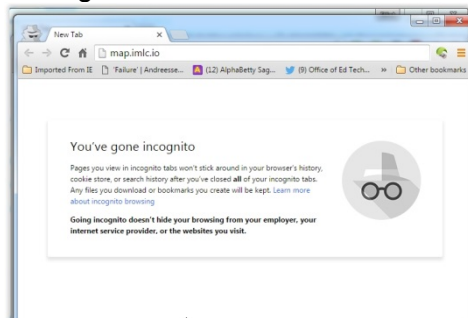
Step 2: Open an Incognito Window in the Chrome Browser; tap on the "hamburger button" in the upper right hand corner of Chrome browser

After tapping on the "New incognito window" menu option, you should see the screen displayed below:
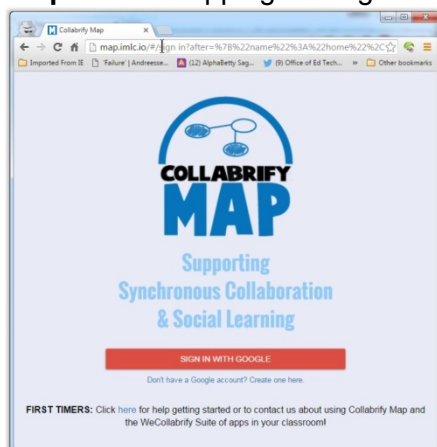
Step 3: Type the text string: map.imlc.io into the URL bar as displayed below: then tap on carriage return. **This introduction starts with the Collabrify Map app.**
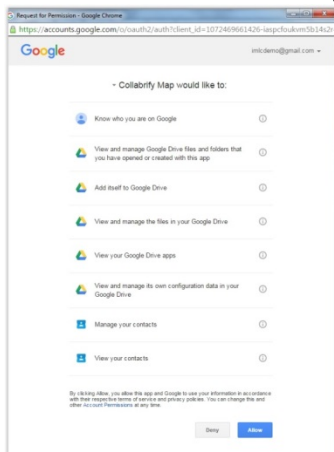
Steps 1-6 apply to map.imlc.io and ALL the other Collabrify apps: flipbook.imlc.io, writer.imlc.io, kwl.imlc.io For instructions specific to the other apps, please see the manuals for these apps at: imlc.io/#apps

Step 4: After tapping carriage return, you should see the screen displayed below:
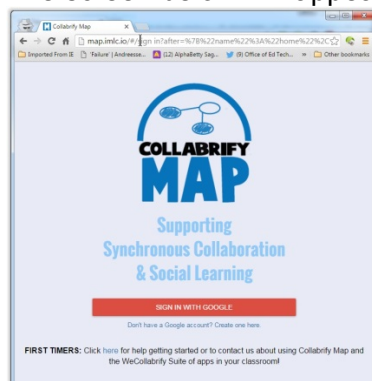
Step 5: You will need to AUTHORIZE your Gmail account to use the Collabrify Apps. Tap on the red button entitled "Sign in with Google" and the following screen will appear:
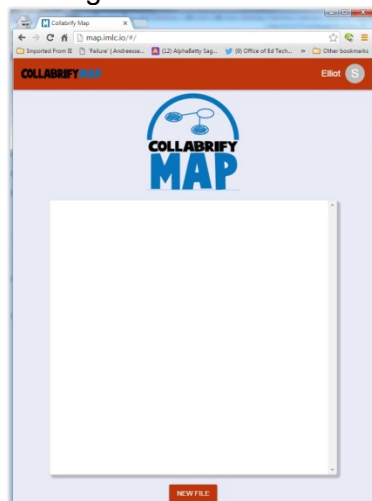
Collabrify apps need access to various elements about your Gmail account in order for the apps to operate effectively. If you are comfortable allowing the Collabrify apps to access the Gmail information, tap on "Allow" – the blue button.
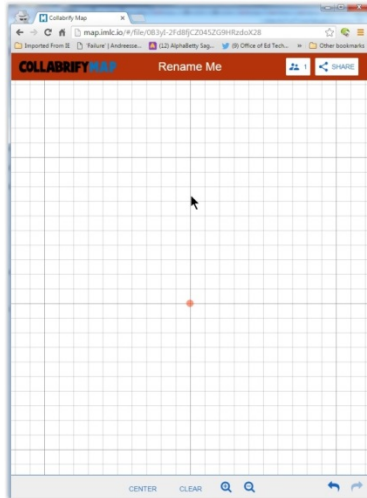
The screen below will appear momentarily:

Step 6: And then the screen below should appear. Create a new file to hold a concept map by clicking on the red "NEW FILE" button on the bottom of the screen.

Step 7: Your screen should look like the one below:

Step 8: Now, create a node. Tap and hold on a spot on the grid – see the arrow on the grid:

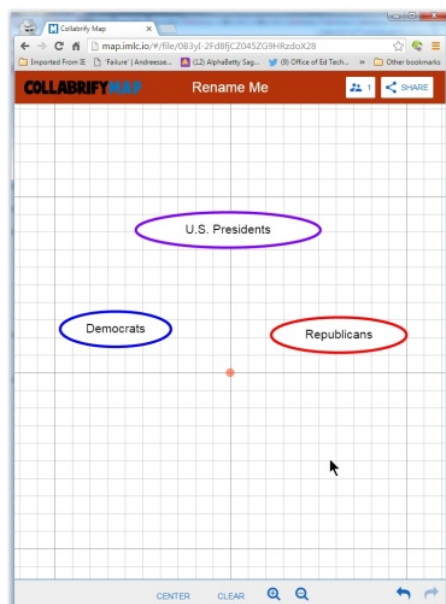**Step 9:** The window below will pop up; on the line under "Node Title" type U.S.Presidents

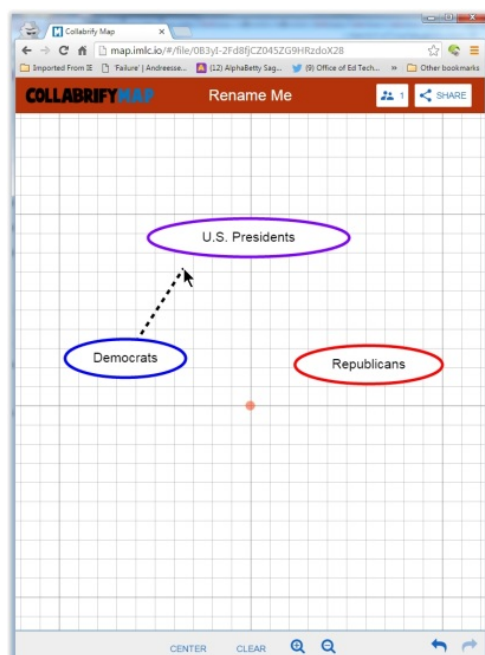Select the color of the node by clicking on the color rectangle, e.g., purple. Now click on the button "CREATE NODE"

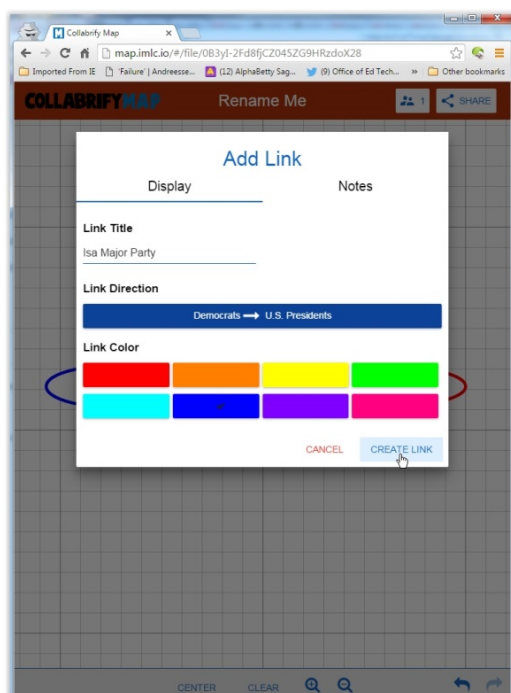**Step 10:** Your screen should look like the one below:

Step 11: Add two more nodes – Democrats and Republicans. REMEMBER: Long Tap on the grid to create a node.
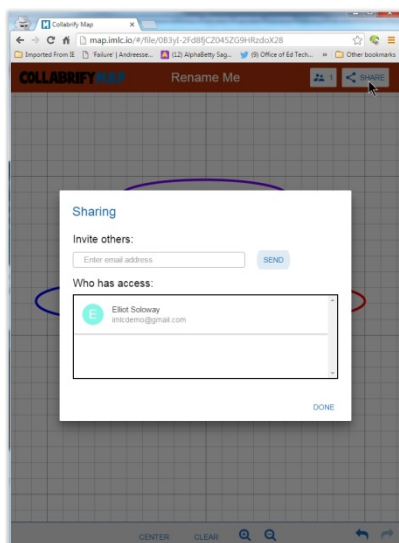

Step 12: To link Democrats to U.S. Presidents, place the cursor in the middle of the Democrats node and then draw upwards to the middle of U.S. Presidents. Notice the dotted line appears as your draw. At the middle of U.S Presidents stop drawing/stop clicking.
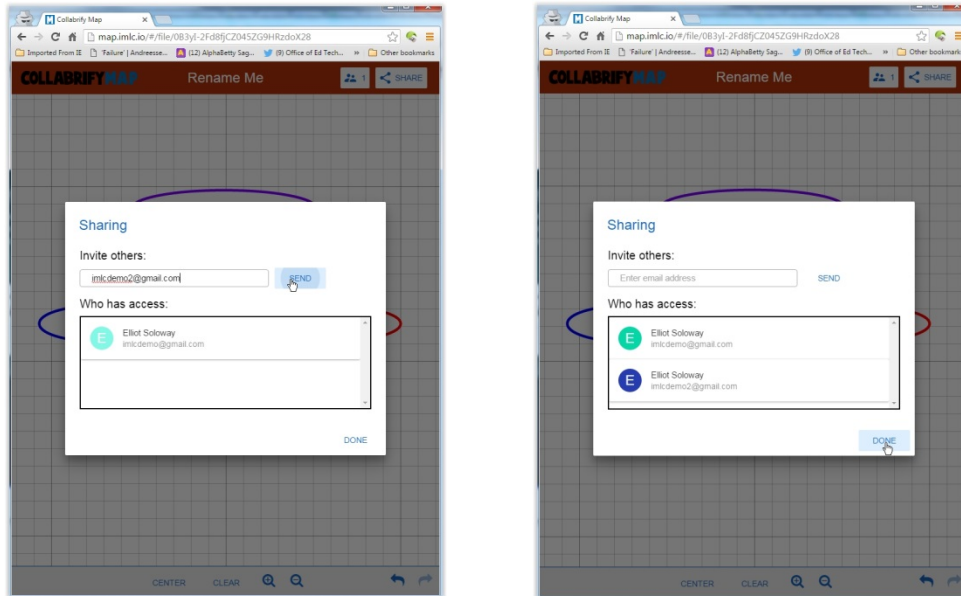
Step 13: The Add Link dialogue box should now appear. Type in a link name, e.g., Isa Major Party. Since the arc was drawn FROM Democrats TO U.S. Presidents, the arrow on the link will point to U.S. Presidents. Select a color for the link. Tap on CREATE LINK.
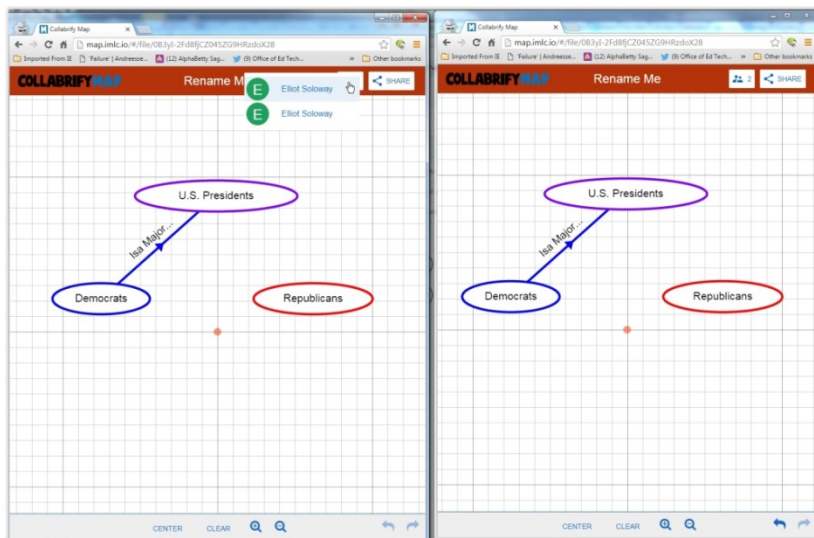

Step 14: Now, it is time to collaborate in real time – synchronous collaboration – your file with a colleague. Click on the "Share" button – upper right hand side of the screen, the Share dialogue box pops up:
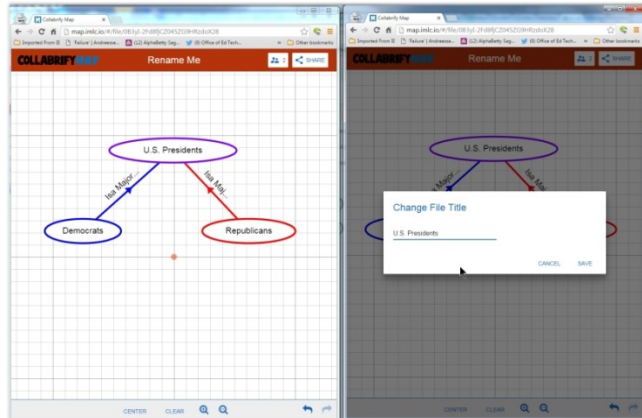
Step 15: Type a Gmail address of the person with whom you would like to "collaborate" – you need to "share" the file with that person in order to engage in synchronous collaboration. After typing the Gmail address, tap "SEND" button. An email will be sent to the Gmail address you entered and the Gmail address will be added to your contacts list.
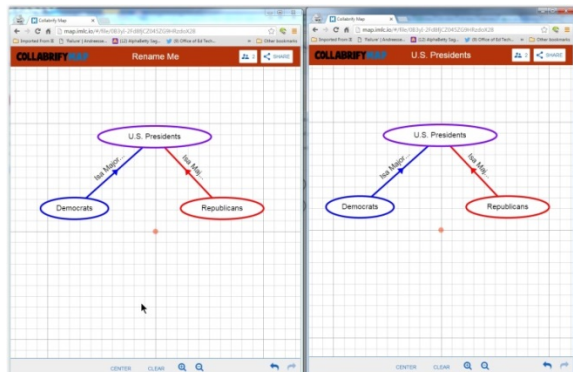

Step 16: Collaborator: no need to go to your Gmail account; just wait until you have been invited to join a collaboration session… THEN… Go through steps 1 through 6 and login into: map.imlc.io (Collaborator: if you have already logged into map.imlc.io before you were invited into the session – no problem. Just refresh your screen – upper left, that circle-like arrow – click on it.) The collaborator will see the file "Rename Me" in his/her file list. The collaborator needs to click on that file name and… bingo, bongo, the collaborator's screen will look like the ones below. The new collaborator is seen on the left, while the original file creator is on the right.
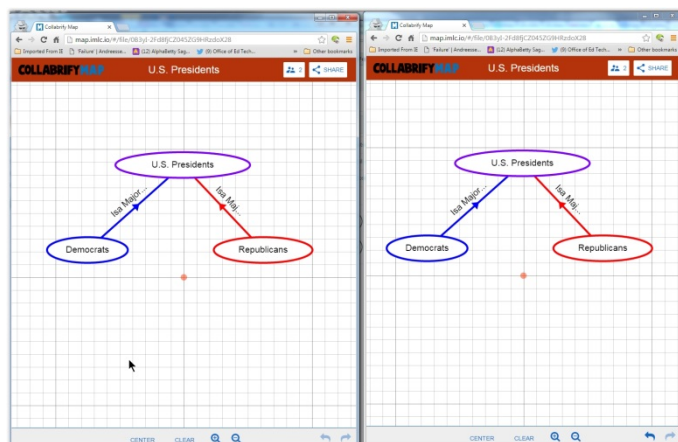
Step 17: The collaborators work together to add a link. Now the file creator wants to give the file a name by tapping on the "Rename Me" area at the top of the screen. The Change File Title dialogue box pops up. Type the file name you want onto the line in the dialogue box.

Step 18: Notice that the file name on the right changed – but the file name on the left remains the same:

Step 19: In order to "sync" up the file names, the collaborator on the left needs click on the "refresh window" button – that circular line - in the URL bar at the top of the browser

SESSION 2: If you are starting a second session using Collabrify Map but this time you have a collaborator, then please follow the following instructions:

Original file creator:
1. Execute steps 1 through 6 – but when you get to Collabrify Map you should have a file in your file list! Click on that file name and you will be taken inside that file.
2. Now do steps 14 and 15 – sharing the file with your collaborator.

Now collaborator – it's your turn!
1. You do steps 1 through 6…
2. … and in your file list you should see the file creator by original file creator. Click on the file name – and bingo, bongo, you will transported inside the file – and you should be collaborating synchronously with your colleague!
3. Move a node… does it move on your colleague's screen? YAY!! If you aren't connected, walk through the steps again, slowly…

If still there is a problem, please don't give up – drop an email to imlc-info@umich.edu and we will contact you – and we will work to get you connected. It is most assuredly something small that we have overlooked in this tutorial – it is NOT your fault!