Tip 6: Email users directly by clicking on their name in the interface – users may disable this function in their profile.

Hotseat Basic User Guide

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Tip 5: The Hotseat Mobile layout is really effective when you want to embed the Hotseat interface in your Blackboard unit.
Tip 4: When searching for the Facebook app for Curtin Hotseat, look for the icon.

Essential Links

Facebook: [http://apps.facebook.com/curtin-hotseat](http://apps.facebook.com/curtin-hotseat)

NB – The HOTSEAT logo on top left of the page is also the HOME link.
Getting Started (for Teachers)

1. Login via OASIS or directly to Hotseat or via Facebook (or via External login)
3. Edit your profile - include your Twitter nickname. (NB: All users will need to edit their profiles prior to use).

Additional Tips

Tip 1: Use the Lock icon to Lock Topic

Tip 2: Use the Hide button to conceal unwanted or inappropriate posts

Tip 3: Twitter posts may take up to 5 minutes before they first appear in the discussion – the algorithm in Hotseat is designed in increase the speed of Twitter updates according to how frequently it finds posts.
Managing Your Topics

1. Clean out topics occasionally
2. Run reports if required (Admin Options >> Reports)
3. **Topic Usage** - Gives you a breakdown of the number of replies, posts, and votes for topics, broken down by topic.
   ◇ Space Reports - Reports that can be run on an individual space.
   ◇ User Statistics - Gives information on the overall usage of Hotseat
4. A Hotseat Admin will need to create a space and assign you as Space Admin. (See website for details: [http://cel.curtin.edu.au](http://cel.curtin.edu.au)).

**NB:** OASIS Single Sign On is active with Hotseat, simply login via OASIS and then visit the hotseat page without the need to login again.
5. Spaces maybe **PRIVATE, PUBLIC** or **EXTERNAL**

- **Private spaces** allow users to be defined - enter Curtin Staff or Student ID# into the appropriate field - currently a manual operation.

2. Promote “Featured Posts” using the arrow icon under the voting tab

3. Ask for voting by clicking on the Vote tab.

4. Ranking **THOUGHTS**
   - **FRESH THOUGHTS** - organises posts by time submitted
   - **HOT THOUGHTS** - organises posts by number of votes
   - **DEEP THOUGHTS** - organises posts by number of replies

5. Create “Favourites” using the star icon
Posting and Voting

(NB: Ensure all users are logged in and have edited profiles).

1. Call for posts/replies

- **Public spaces** are accessible to all HOTSEAT users
- **External spaces** allow login by users with existing Gmail/Google, Yahoo, AOL/AIM, or Facebook accounts (most suitable for single use off-campus or special event presentations)
Creating Topics

1. In your space you can create numerous topics - each topic can contain many posts. Simply click + Add New Topic next to your Space name on the HOME page.

2. Create a Topic Name, provide a description
   ◇ set a start date if required
   ◇ page refresh time may be set between 5 and 30 seconds (15 seconds is probably the quickest you’ll need)
   ◇ set max length of post (default is 140 same as Twitter but can be as high as 1000 characters)
   ◇ assign a Twitter hashtag eg. #unique_topic