



Curtin University

# hotseat

## Basic User Guide

# Hotseat Basic User Guide

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# Essential Links

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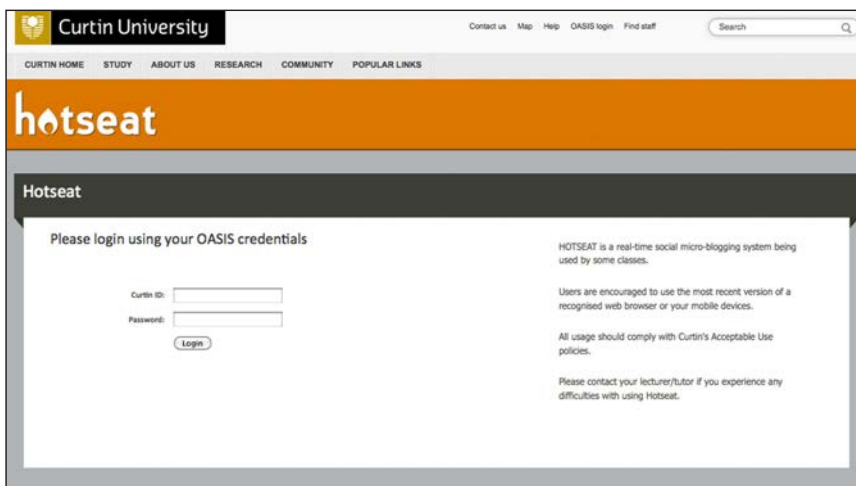
Facebook: <http://apps.facebook.com/curtin-hotseat>

Campus Installation: <http://hotseat.curtin.edu.au>

Mobile: <http://hotseat.curtin.edu.au/mobile>

External Login: <https://hotseat.curtin.edu.au/login/openlogin.aspx>

**NB** – The HOTSEAT logo on top left of the page is also the HOME link.



The screenshot shows the Curtin University website header with navigation links: CURTIN HOME, STUDY, ABOUT US, RESEARCH, COMMUNITY, POPULAR LINKS. A search bar is located in the top right. Below the header is a large orange banner with the 'hotseat' logo in white. Underneath the banner is a dark grey bar with the word 'Hotseat' in white. The main content area is white and contains a login form with the heading 'Please login using your OASIS credentials'. The form includes two input fields: 'Curtin ID:' and 'Password:', followed by a 'Login' button. To the right of the form, there is a block of text: 'HOTSEAT is a real-time social micro-blogging system being used by some classes. Users are encouraged to use the most recent version of a recognised web browser or your mobile devices. All usage should comply with Curtin's Acceptable Use policies. Please contact your lecturer/tutor if you experience any difficulties with using Hotseat.'

# Getting Started (for Teachers)

1. Login via OASIS or directly to Hotseat or via Facebook (or via External login)
2. Access directly <http://hotseat.curtin.edu.au> (this can be deployed as an external link in Bb unit).
3. Edit your profile - include your Twitter nickname. (**NB:** All users will need to edit their profiles prior to use).

The screenshot shows the Curtin University Hotseat website. The top navigation bar includes 'CURTIN HOME', 'STUDY', 'ABOUT US', 'RESEARCH', 'COMMUNITY', and 'POPULAR LINKS'. Below this is the 'hotseat' logo and a secondary navigation bar with 'My Thoughts', 'My Favorites', 'Edit Your Profile', and 'Logout'. The main content area is titled 'Create User Profile' and contains the following form fields and options:

Since this is your first time logging into Hotseat, you must set up your user profile.

First Name:

Last Name:

Email:

Allow users to email you when you make a post?

Twitter Name:  (Providing your twitter name allows you to tweet using specified hashtags so that they will show up in Hotseat.)

Show all Twitter posts as anonymous?

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>).

**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.

The screenshot shows the Hotseat Administrator interface. At the top, there is a navigation bar with the 'hotseat' logo and several menu items: 'Administrator Options', 'My Thoughts', 'My Favorites', 'Edit Your Profile', and 'Logout'. Below this is a 'Spaces' section with a sub-header 'Internal Spaces'. There is a search box for 'Filter Spaces:' and a navigation menu with letters A-Z and an 'All' option. A table lists internal spaces with columns for Name, Manage Space Owners, Manage Users, Reset Topics, Edit, and Delete. Below this is an 'External Spaces' section with a similar table.

NAME	MANAGE SPACE OWNERS	MANAGE USERS	RESET TOPICS	EDIT	DELETE
Centre for eLearning					
Curtin Business School					
Deans T and L					
FOLT Module 7					
Health Sciences					
Humanities					
School of Education					

NAME	MANAGE SPACE OWNERS	MANAGE USERS	RESET TOPICS	EDIT	DELETE
External Space					

## 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.

**hotseat** My Thoughts My Favorites Edit Your Profile Logout

### Managed Authorized Users for the space: FOLT Module 7

#### Add Users

You may add multiple users by putting each Curtin University ID or alias on a new line.

**Note:** You can only use either all aliases or all Curtin University IDs; trying to mix them will throw an error.

This may take a while if you are adding many users.  
If you receive a timeout error, try adding your users in smaller groups.

Add Users

#### Current Users




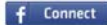
Gordon Cunningham (Gordon.Cunningham@cbs.curtin.edu.au)  
Robert Moore (R.Moore@exchange.curtin.edu.au)

**Hint:** Hold down CTRL to select multiple users.

Remove User(s)

- ◇ **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)

The screenshot shows the Curtin University website header with navigation links: CURTIN HOME, STUDY, ABOUT US, RESEARCH, COMMUNITY, POPULAR LINKS. A search bar is located in the top right corner. The main content area is titled "Login to Open Hotseat" and contains the following text: "Please choose a method for logging in from the list below to gain access."

Google	Yahoo	AOL	Facebook	Curtin University
Use your Google or Gmail account to login to Hotseat.	Use your Yahoo or Yahoo mail account to login to Hotseat.	Use your AOL or instant messenger account to login to Hotseat.	Login using Facebook Connect. We will not post anything from your profile.	<b>Students</b> Existing Curtin University students, faculty, and staff should login using their OASIS account.
 Login	 Login	 Login		

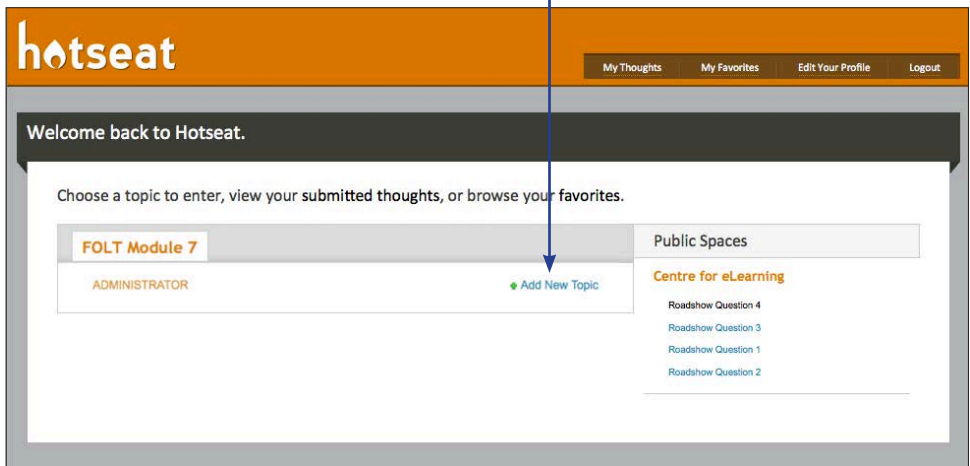
At the bottom right of the login area, there is a button labeled "Login with OASIS Account".

# Creating Topics

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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.

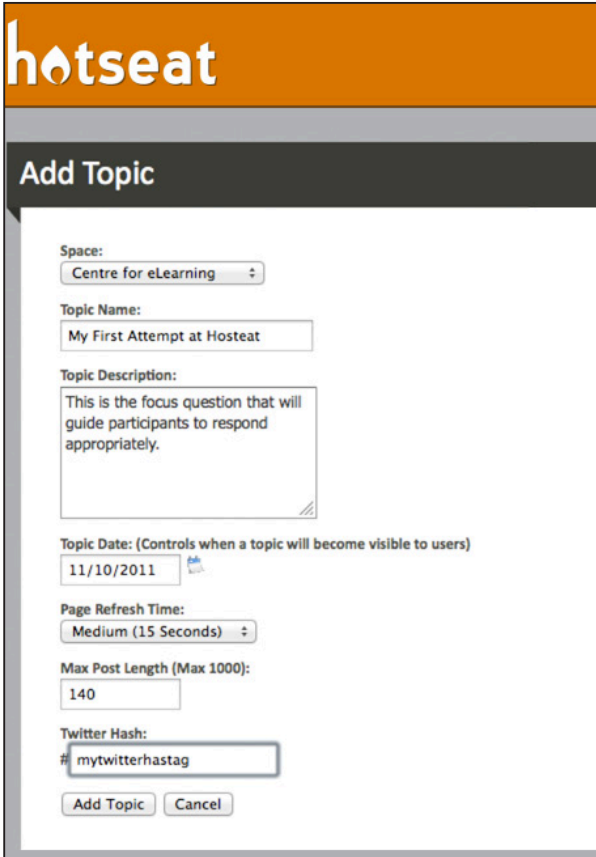




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## 2. Create a Topic Name, provide a description

- ◇ 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



The screenshot shows the 'Add Topic' form in the Hotseat application. The form is set against an orange header with the 'hotseat' logo. The title 'Add Topic' is displayed in a dark grey bar. The form fields are as follows:

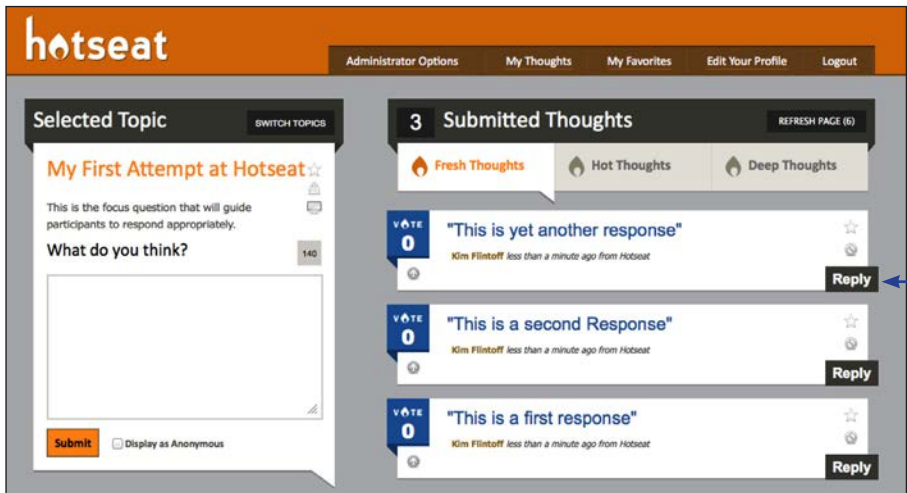
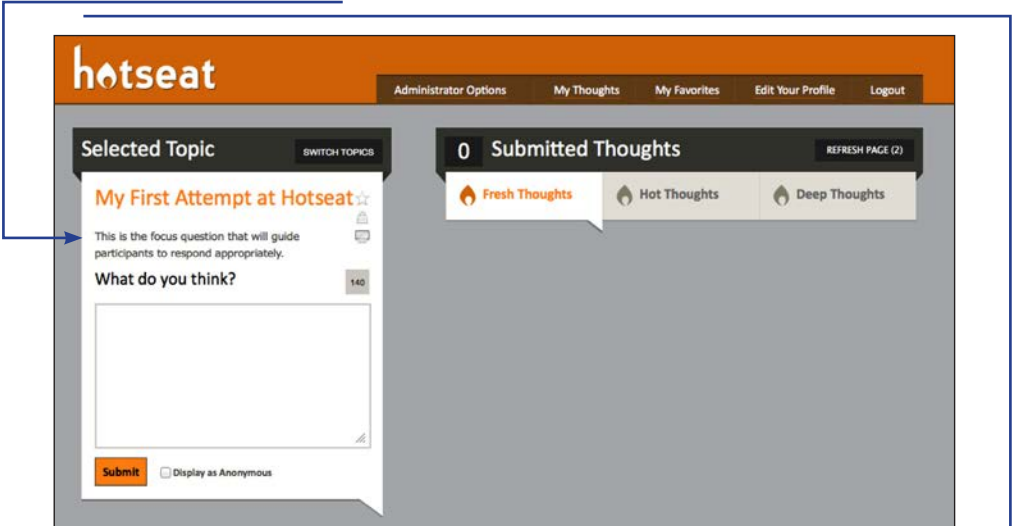
- Space:** A dropdown menu with 'Centre for eLearning' selected.
- Topic Name:** A text input field containing 'My First Attempt at Hosteat'.
- Topic Description:** A text area containing 'This is the focus question that will guide participants to respond appropriately.'
- Topic Date:** A date picker showing '11/10/2011' with a calendar icon.
- Page Refresh Time:** A dropdown menu with 'Medium (15 Seconds)' selected.
- Max Post Length (Max 1000):** A text input field containing '140'.
- Twitter Hash:** A text input field containing '# mytwitterhashtag'.

At the bottom of the form are two buttons: 'Add Topic' and 'Cancel'.

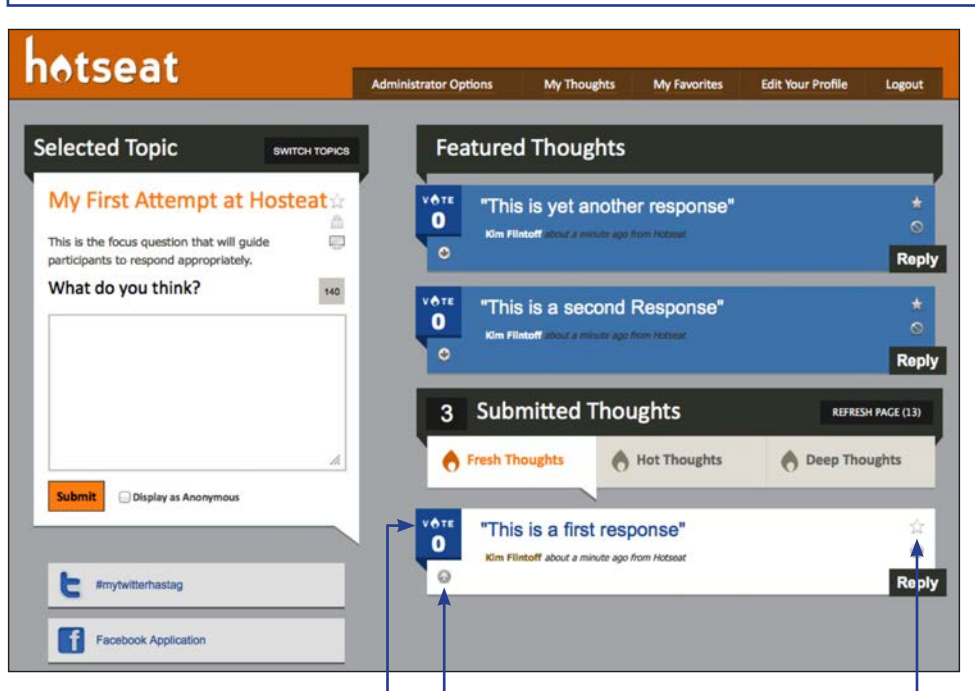
# Posting and Voting

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

1. Call for posts/replies



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 

# Managing Your Topics

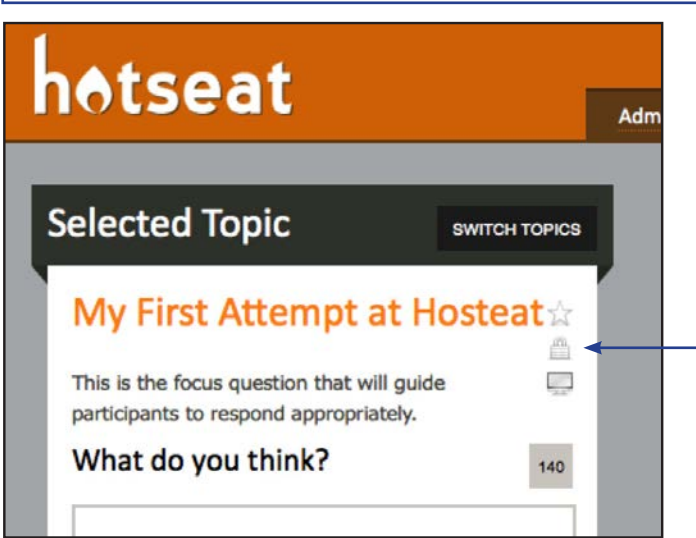
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1. Clean out topics occasionally
2. Run reports if required (Admin Options >> Reports)
3. **Topic Usage** - Gives you a breakdown of the number of replies, posts, and votes for topics, broken down by topic.
  - ◇ Space Reports - Reports that can be run on an individual space.
  - ◇ User Statistics - Gives information on the overall usage of Hotseat

# Additional Tips

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**Tip 1:** Use the Lock icon to Lock Topic

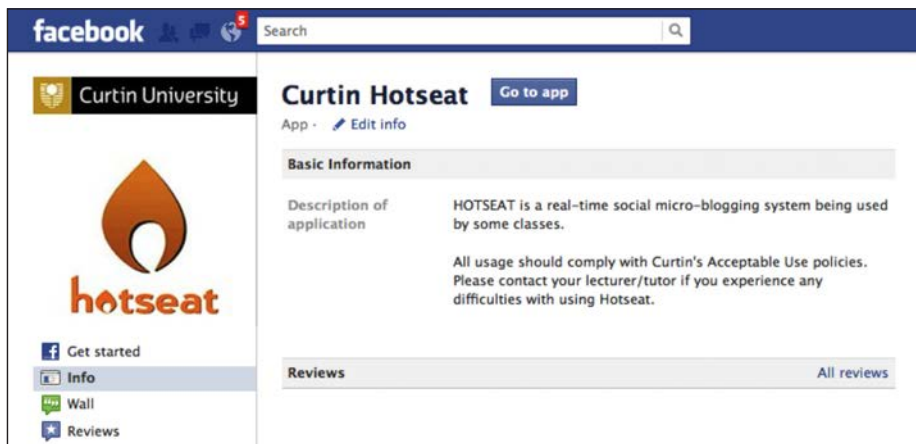


**Tip 2:** Use the Hide button to conceal unwanted or inappropriate posts

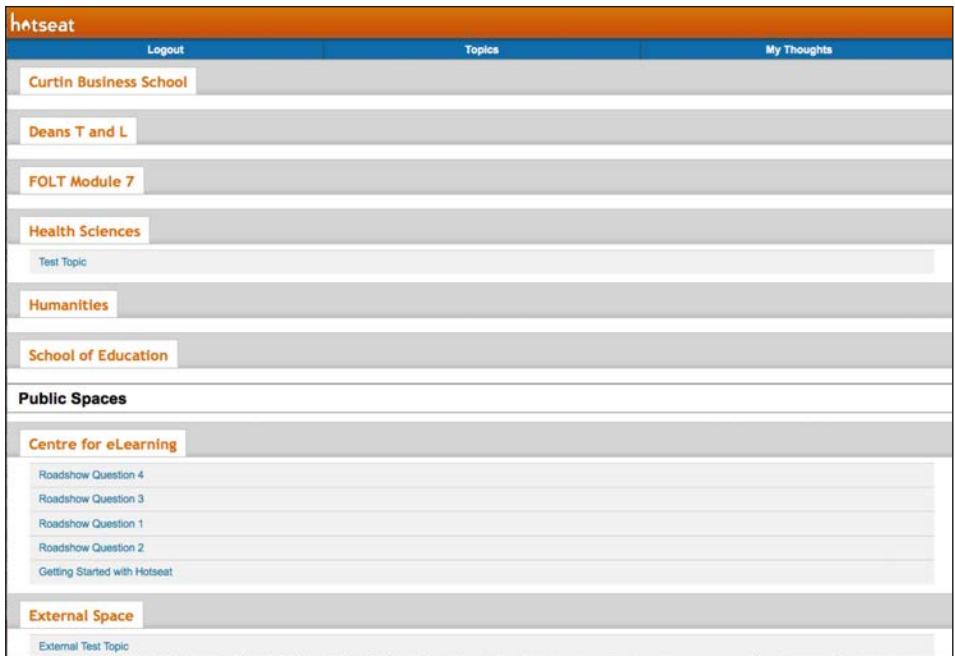


**Tip 3:** Twitter posts may take up to 5 minutes before they first appear in the discussion – the algorithm in Hotseat is designed in increase the speed of Twitter updates according to how frequently it finds posts.

**Tip 4:** When searching for the Facebook app for Curtin Hotseat, look for the icon.



**Tip 5:** The Hotseat Mobile layout is really effective when you want to embed the Hotseat interface in your Blackboard unit .



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

