

medienhaus/
DIGITAL SANDPITS

how to navigate

DIGITAL SANDPITS

Oxford & Udk

first steps v.01

welcome

this will be your virtual project home in the next weeks

The screenshot shows a Slack interface for a channel named 'Welcome Lounge'. The top left shows the user profile for Klaus Gasteier. The left sidebar contains navigation options: Explore, Filter, DIRECT MESSAGES (with d.hromada), and ROOMS (including #support-meta, LIVESTREAM, SANDKASTEN_UdK, SANDPITS_Oxford, Support / Hilfestellung, and Welcome Lounge). The main chat area shows a message history starting with a system message from daniel-hromada on Thursday, followed by a 'Hello world' message from d.hromada on Friday. A message from Errico Fressis is also visible. The right sidebar shows a list of room members, including Klaus Gasteier (Admin), l.haas (Admin), a.rueckel, f.siebler (Admin), d.hromada (Admin), amanda-power, kate-mcloughlin, alesia-preite, angela-bermudo, valentina-tibaldo, carl-schoenfeld, alasdair-macdonald, mattia-montanari, rob-laidlow, abigail-williams, test-person, and rachael-hodae. The bottom of the interface features a 'Send a message...' input field and icons for attachments, voice call, and video call.

about

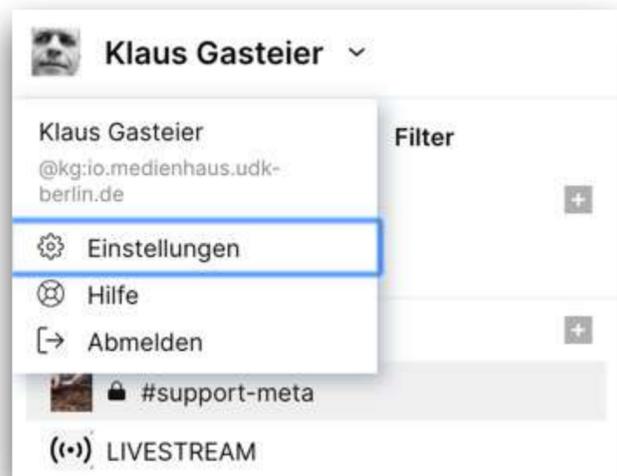
The two URLs `io.medienhaus.udk-berlin.de/` and `oxford.medienhaus.udk-berlin.de/` are two "instances" of an online software platform called "riot". It is based on a server technology called "matrix", which enables those two instances to connect seamlessly with each other, while still being in different user authentication systems (as the Udk-members all logged in their instance with their internal Udk-LDAP-Accounts)

`io.medienhaus.udk-berlin.de/` and `oxford.medienhaus.udk-berlin.de/` work pretty much after a principle some of you already might know from popular groupware platforms like *Slack* or *Microsoft Teams*. In our case, using *Riot* as a base, we tried to keep it very simple, with some interesting options to extend its functionalities if/where needed

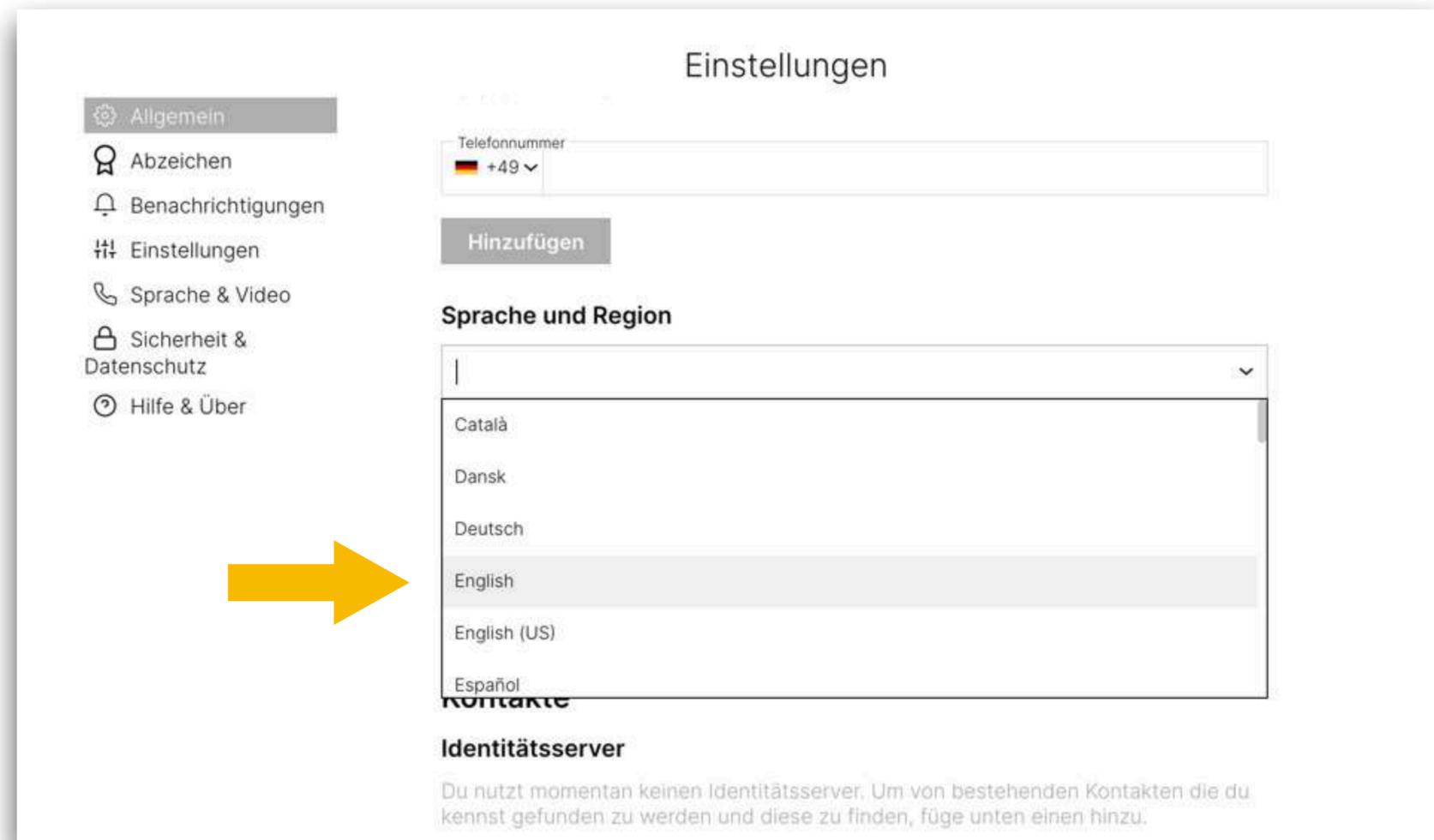
This asynchronous communication space is structured in public (visible to all others) and private (invisible to all others) "rooms", which is the main principle for self-organizing all project activities. Have an idea, make a proposal, create an accordingly named room, invite participants and start a productive discourse. If the room is set to „public“, others can see and join if curious. If the room is kept „private“, you have to manually invite more participants.

In your "room" you are administrator, which means you have all command rights there, you can promote or demote others, rename and decorate the room, give it an icon and descriptions, extend the functionality with so called „widgets“.

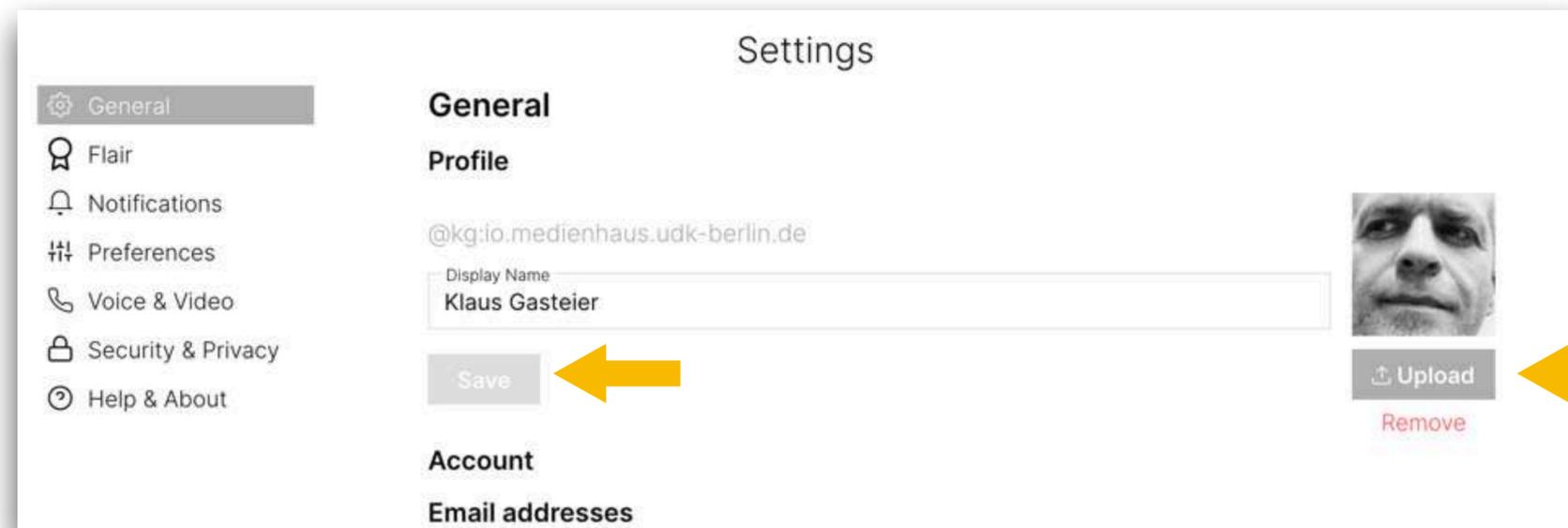
adjust some settings



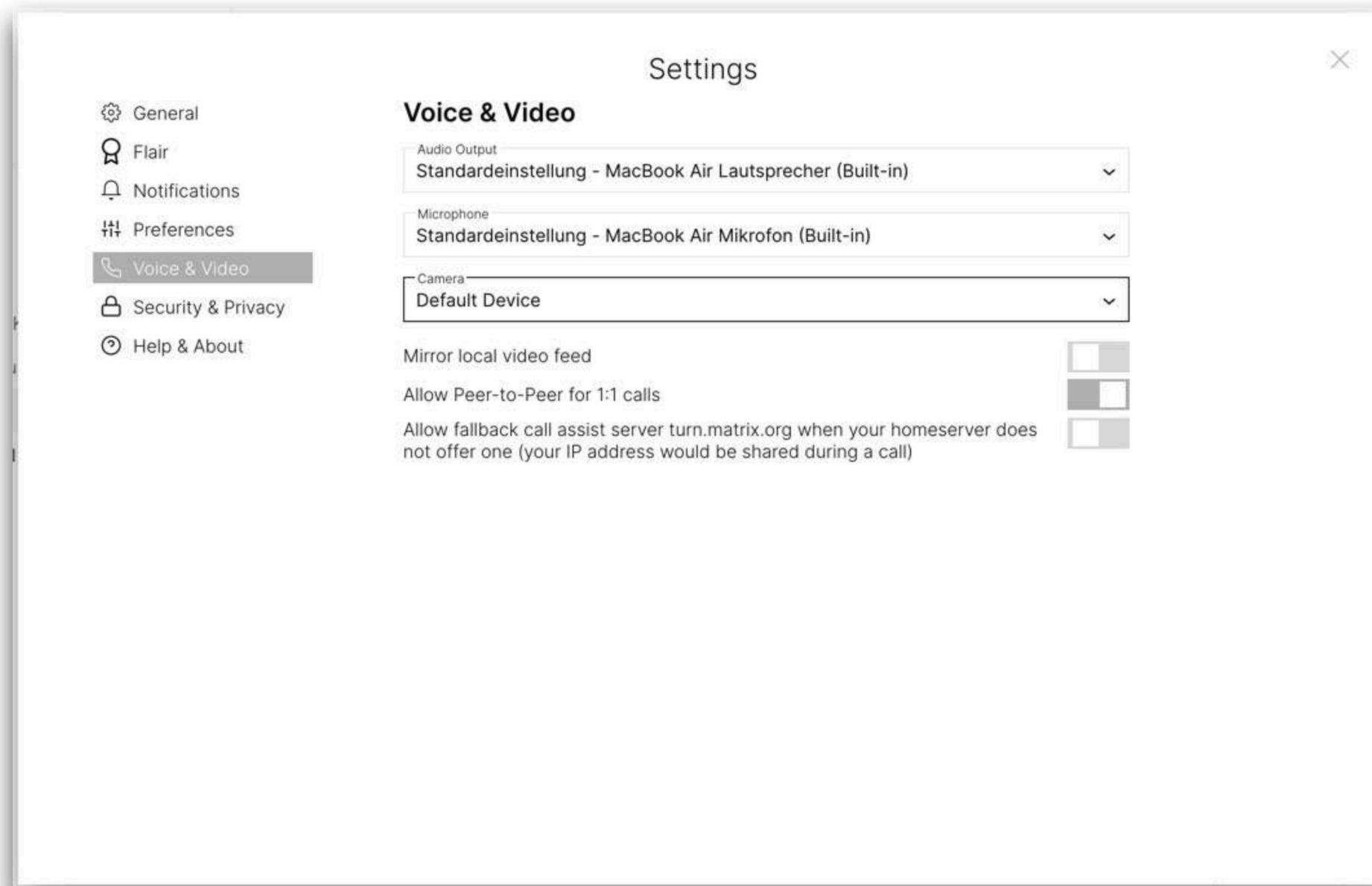
If anyone sees his/her platform set to German, but wants to switch to English, start by adjusting the settings below your avatar in the upper left corner, going to „Einstellungen“ (=settings) and then to „Sprache und Region“ in the „Allgemein“ section. Choose „English“.



upload an icon, edit your name (if you want)..

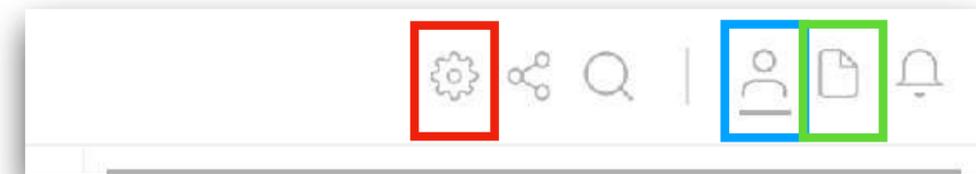
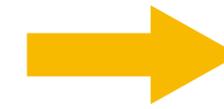


just in case you have problems in the video call sessions here, sometimes this helps:



seeing room settings
seeing current users
seeing uploaded files

the icon bar on the upper right



Welcome Lounge **Settings for current room**

Room Settings - Welcome Lounge

- General
- Security & Privacy
- Roles & Permissions
- Notifications
- Advanced

General

Room Name: Welcome Lounge

Room Topic

Save

Room Addresses

Published Addresses

Published addresses can be used by anyone on any server to join your room. To publish an address, it needs to be set as a local address first.

Main address: #welcome:oxford.medienhaus.udk-berlin.de

Publish this room to the public in io.medienhaus.udk-berlin.de's room directory?

No other published addresses yet, add one below

New published address (e.g. #alias:server)

Add

Local Addresses

Set addresses for this room so users can find this room through your homeserver (io.medienhaus.udk-berlin.de)

Show more

Invite to this room

- I.haas Admin
- Klaus Gasteier Admin
- a.rueckel
- f.siebler Admin
- d.hromada Admin
- amanda-powell
- kate-mcloghlin
- alesia-preite
- angela-bermudo
- valentina-tibaldo
- carl-schoenfeld
- alasdair-macdonald
- mattia-montanari
- rob-laidlow
- abigail-williams
- test-person
- rachael-hodae

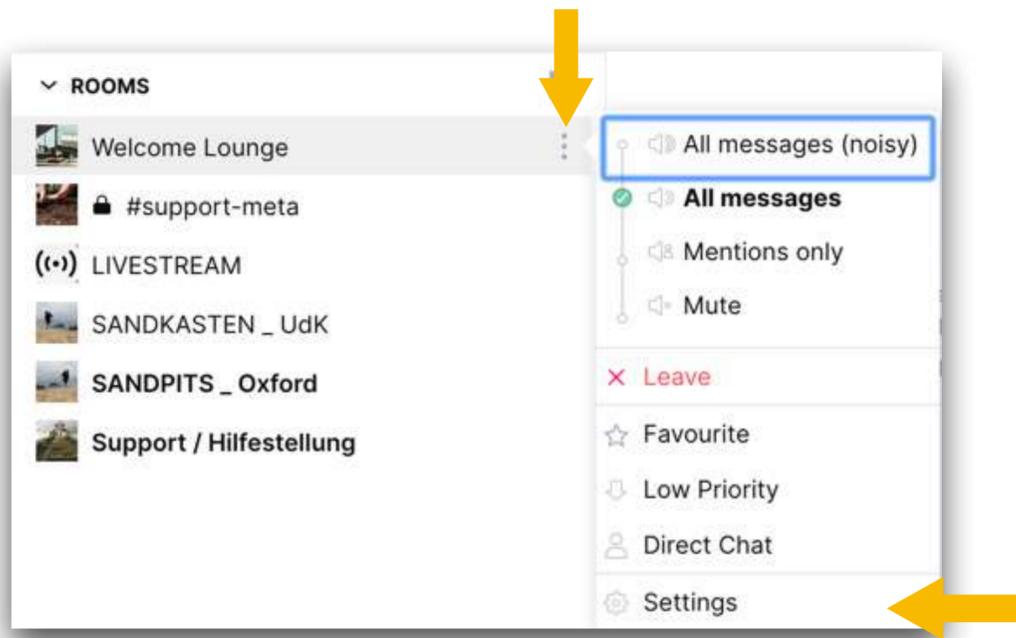
Filter room members

Users in current room

Uploaded files in current room

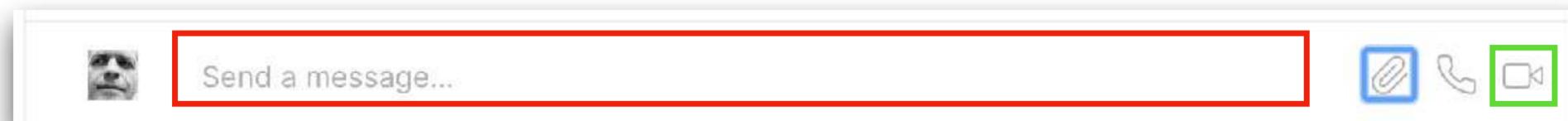
- Screenshot from 2020-05-14 12-25-01.png 160.27 KB
- Screenshot from 2020-05-14 12-28-29.png 263.95 KB
- SandpitToolbox.pdf 62.29 KB

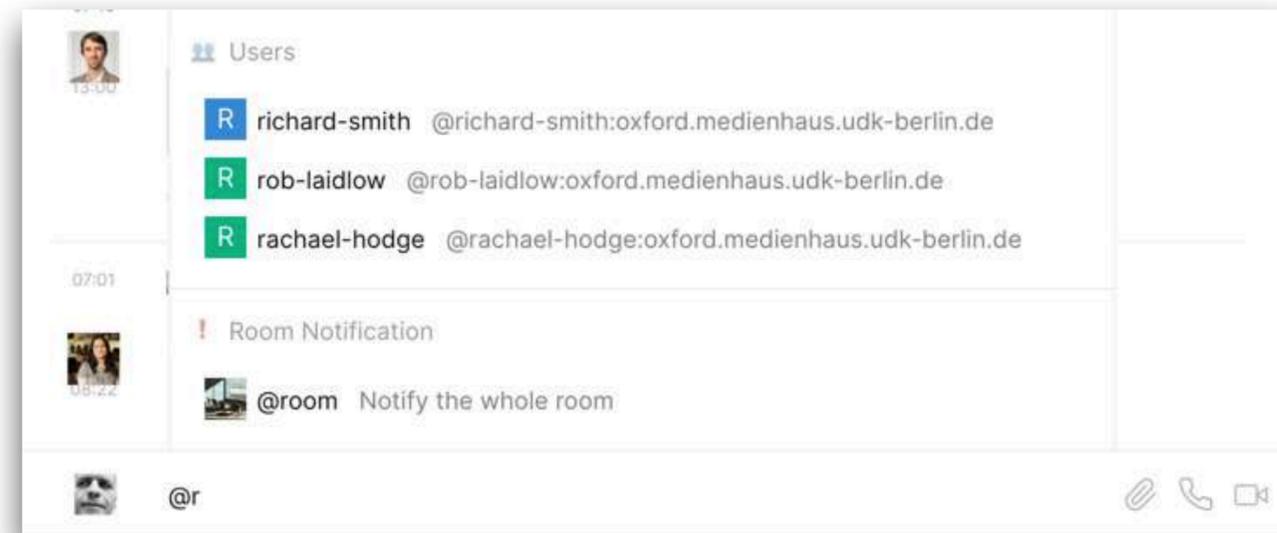
room settings are also on the left, right to each room („3 little points“-icon)



send messages, upload picture, files, links, make video calls

On the bottom of your current room you can type your message, upload a file or directly communicate with all participants in the same room via video/audio-call. You can also upload by drag+drop. Or paste URLs. Press Enter.

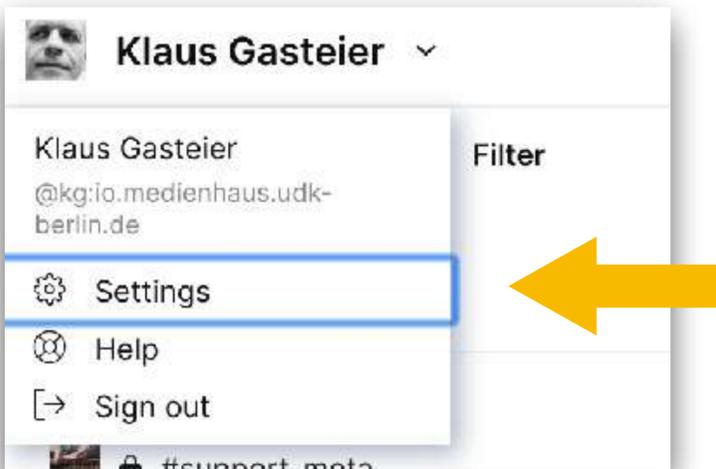




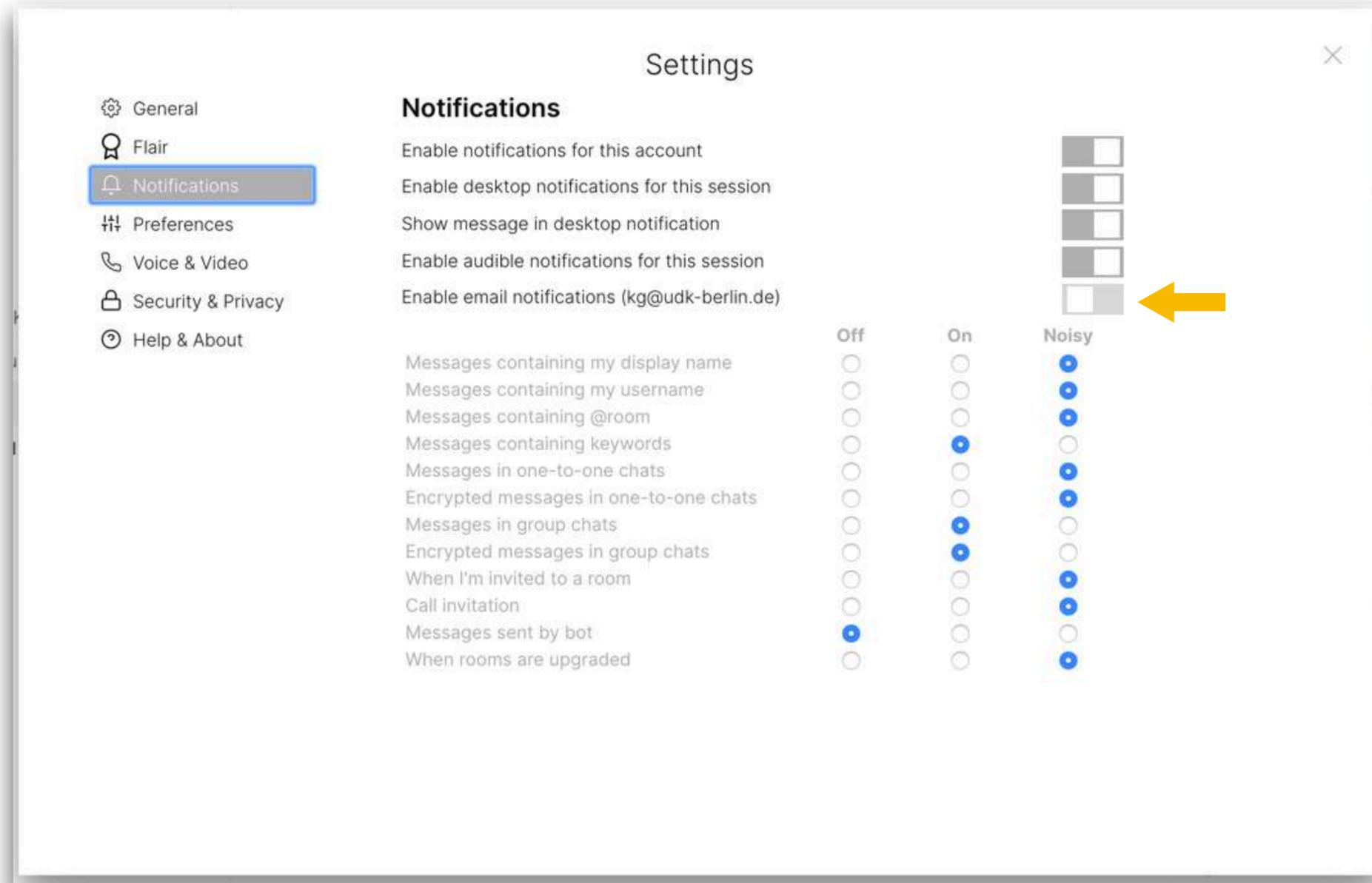
In public rooms you can always specifically address single users by, like „@klaus..“ (you’ll see options after typing „@,..“) or address the whole room, if important, by „@room“



more notifications?



This is a good time to talk about notifications: You can (and should) adjust them in your personal settings. Example: I still need to enable email notifications, to be reminded outside of the platform someone addressed or messaged me. There are a lot of possible settings to adjust.



create rooms

set them private or public

create your own room

A screenshot of the 'Create a private room' dialog. It has a title bar with a close button. Below the title, there are two input fields: 'Name' and 'Topic (optional)'. A yellow arrow points to the 'Topic (optional)' field. Below the input fields, there are two toggle switches. The first is labeled 'Make this room public' and is currently turned off. Below it, there is a line of text: 'This room is private, and can only be joined by invitation.'. The second toggle switch is labeled 'Enable end-to-end encryption' and is also turned off. Below the toggles, there is a link that says 'Show advanced'. At the bottom, there are two buttons: 'Cancel' and 'Create Room'.

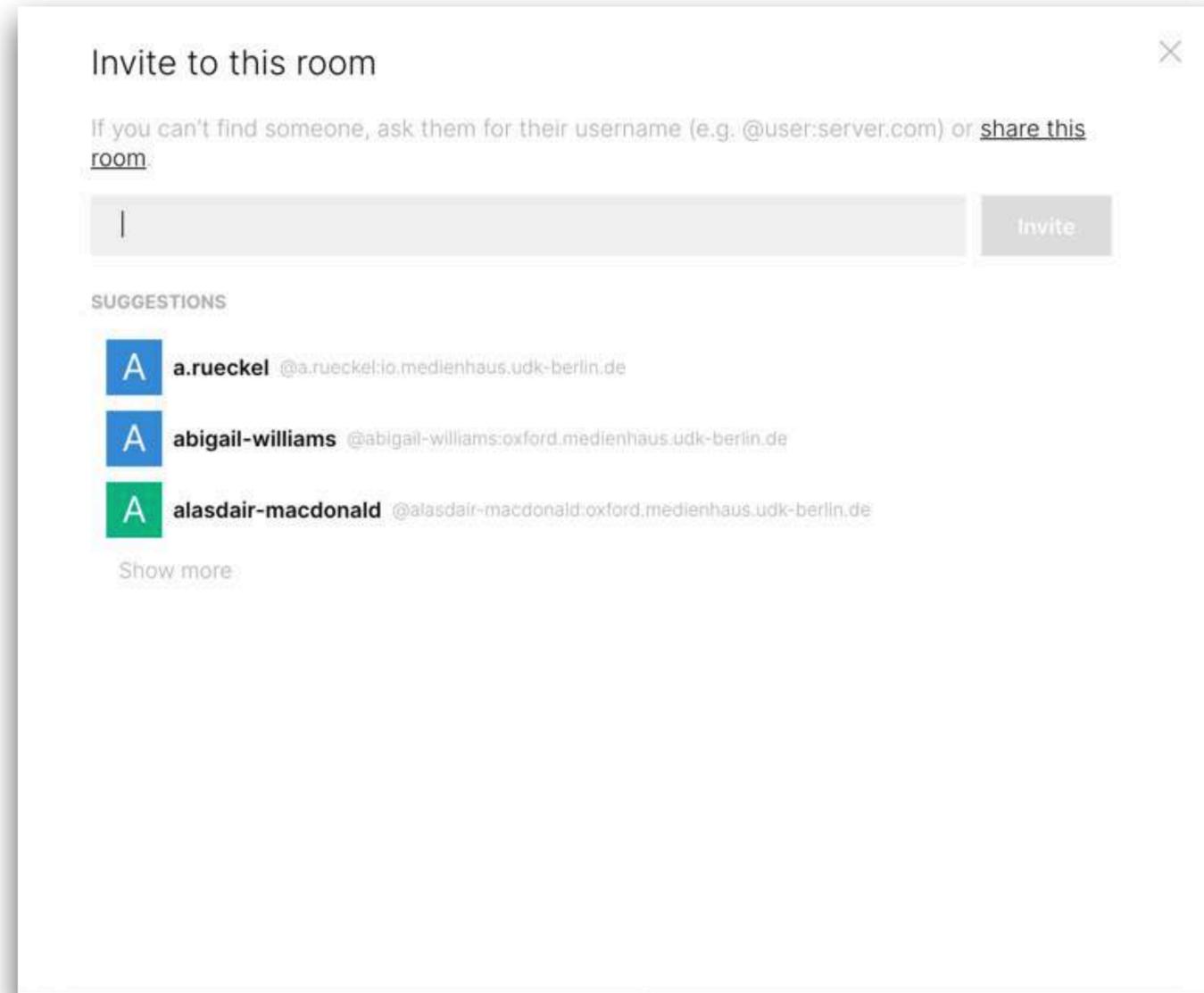
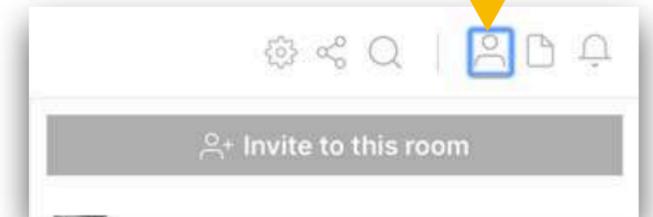
keep it private?

or go public?

A screenshot of the 'Create a public room' dialog. It has a title bar with a close button. Below the title, there are two input fields: 'Name' and 'Topic (optional)'. Below the input fields, there are two toggle switches. The first is labeled 'Make this room public' and is currently turned on. Below it, there is a line of text: 'Set a room alias to easily share your room with other people.'. Below that, there is a 'Room alias' input field with a placeholder '# e.g. my-room' and a domain ':io.medienhaus.udk-berlin.de'. Below the room alias field, there is a link that says 'Show advanced'. At the bottom, there are two buttons: 'Cancel' and 'Create Room'.A screenshot of the 'Create a public room' dialog with specific values filled in. The 'Name' field contains 'Sandpits: my Proposal #2'. The 'Topic (optional)' field contains 'I have another project idea'. The 'Make this room public' toggle is turned on. The 'Room alias' field contains '# sandpitsproposal2' and ':io.medienhaus.udk-berlin.de'. Below the room alias field, there is a link that says 'Show advanced'. At the bottom, there are two buttons: 'Cancel' and 'Create Room'. A yellow arrow points from the right towards the 'Create Room' button.

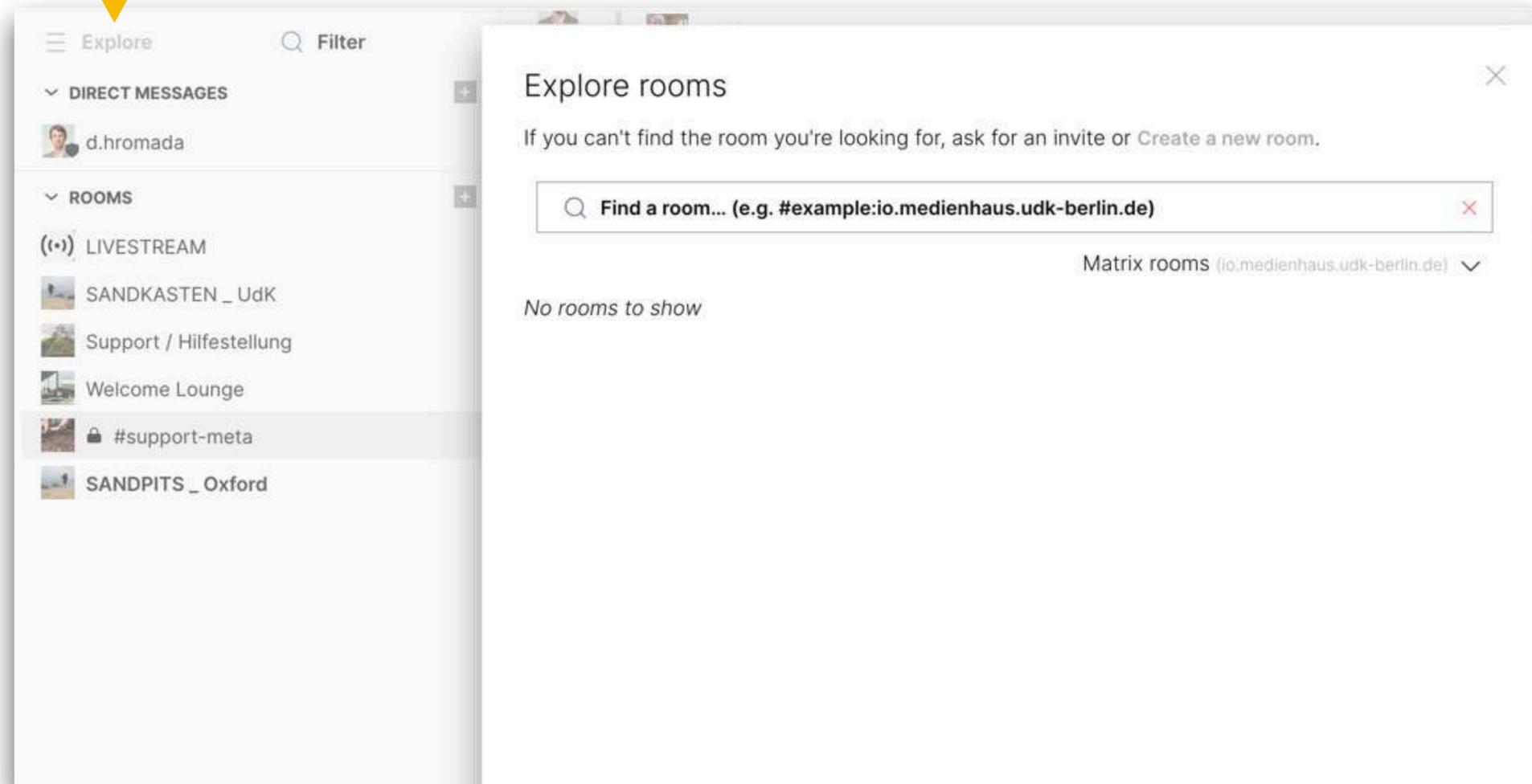
invite others

invite users to your own room (especially when room is private)



explore and find

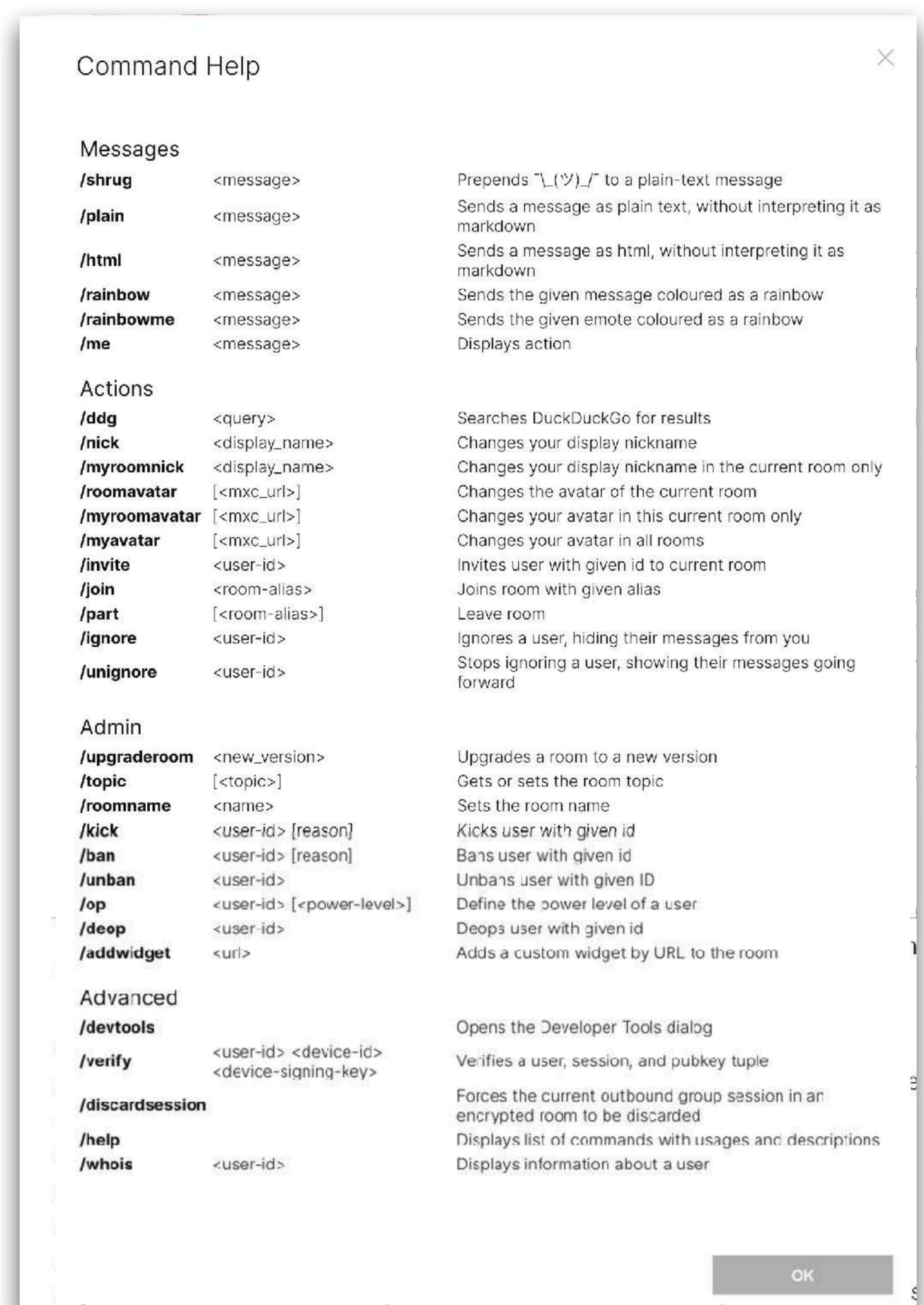
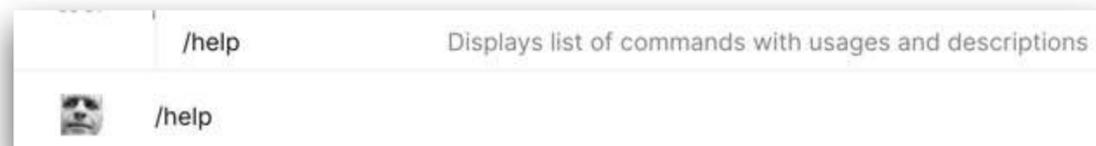
or hope to be found by others (when public) - explore yourself to find interesting rooms to join



or ask for an invite in the #welcome lounge (or any other room)

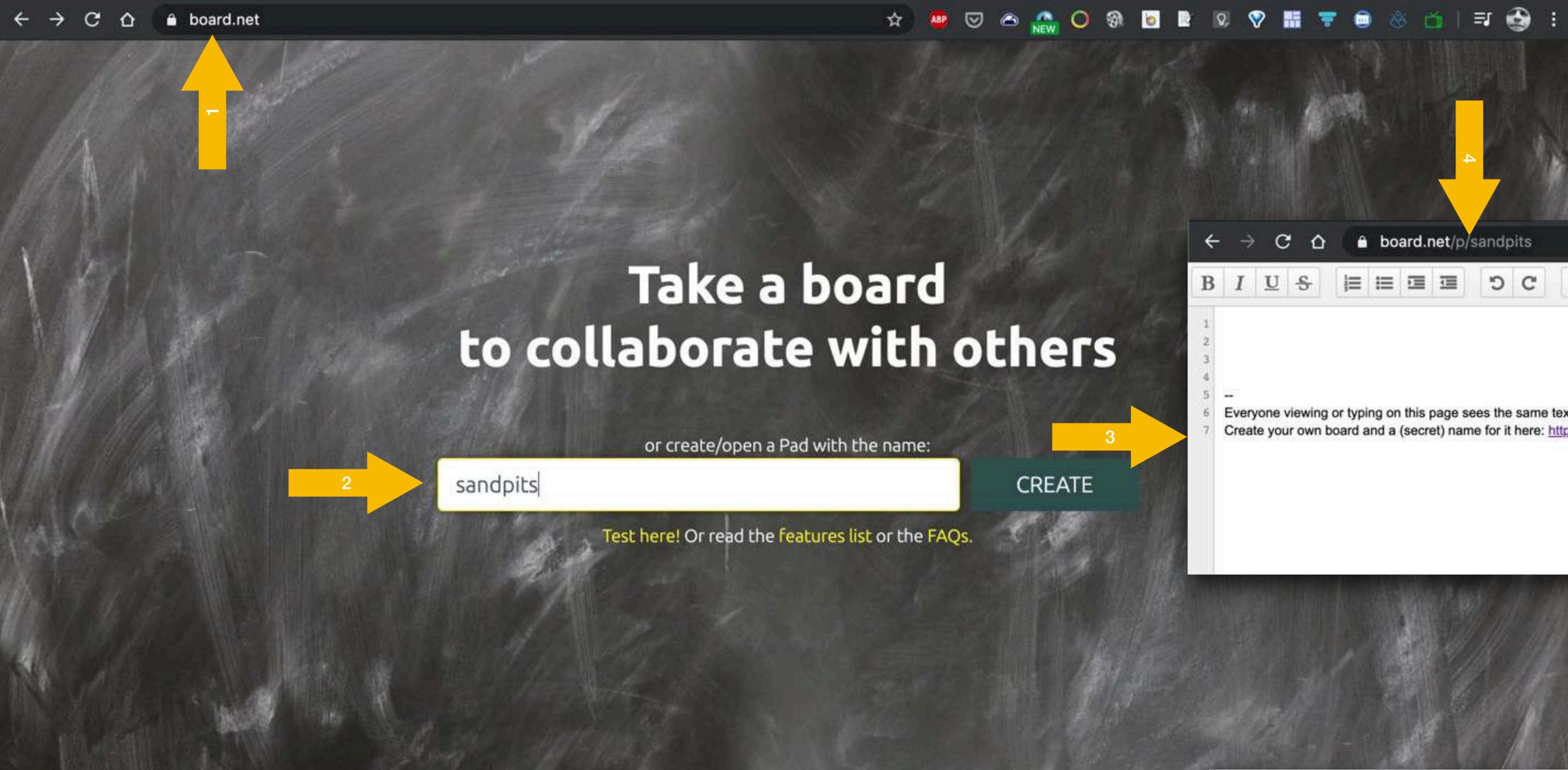
power tools

there are powerful options you might never need and don't need to know ...

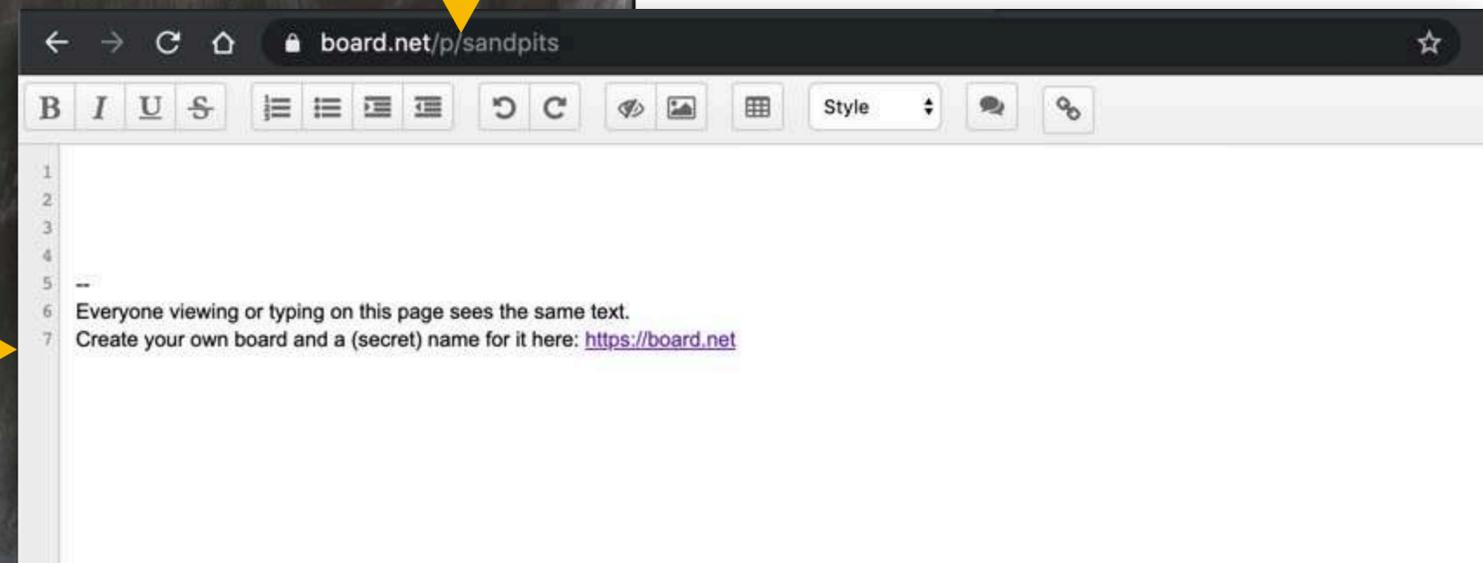


but a useful example:

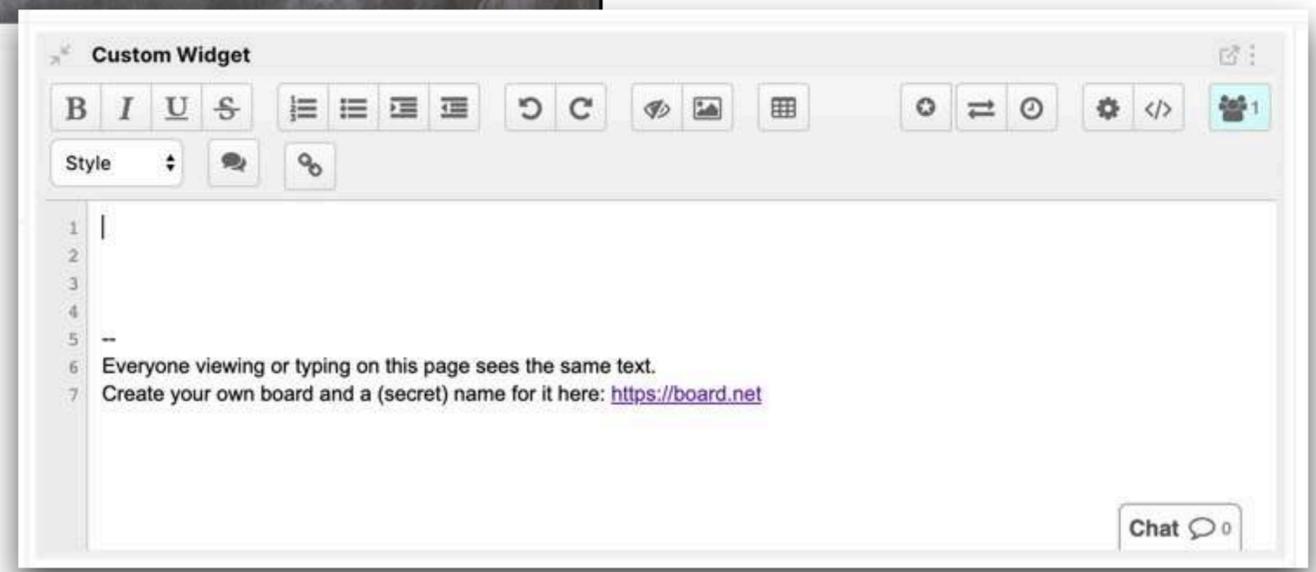
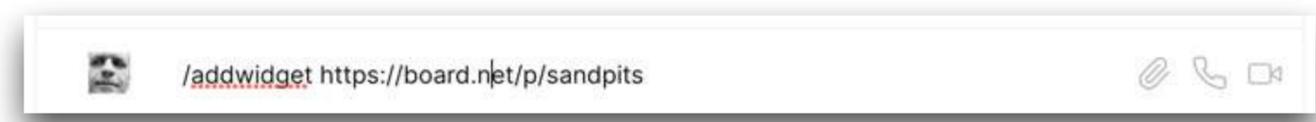
insert an Etherpad
(in YOUR room or as administrator)



add widgets

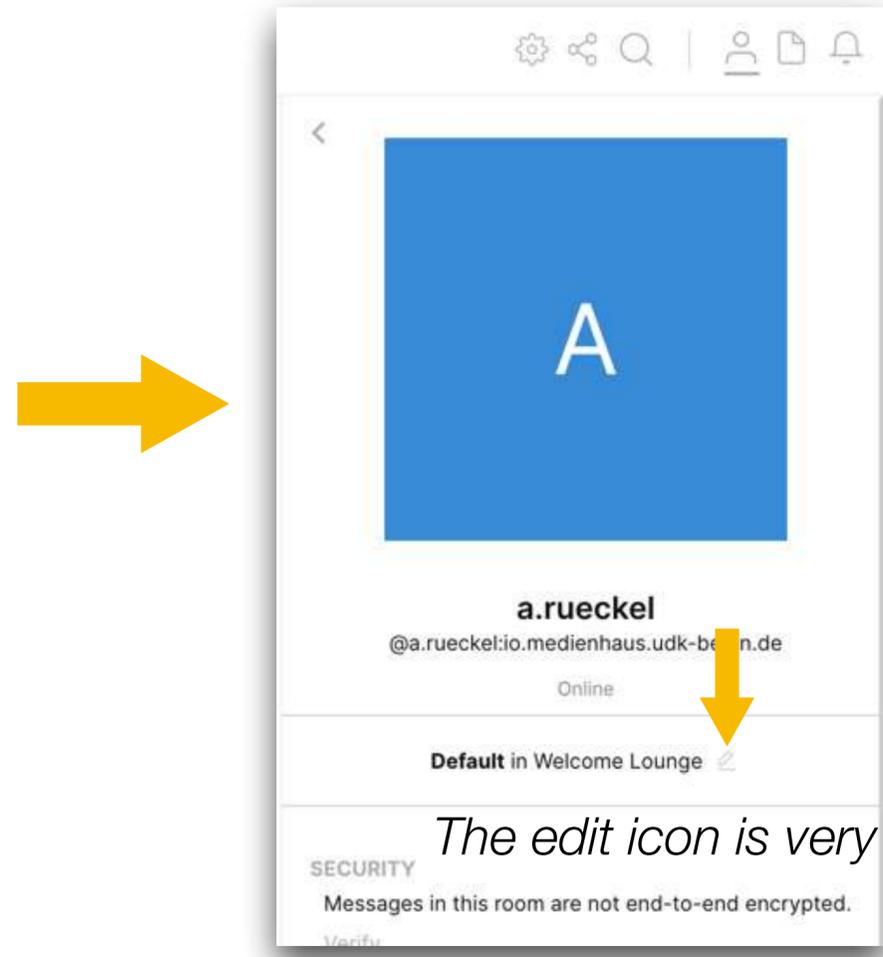
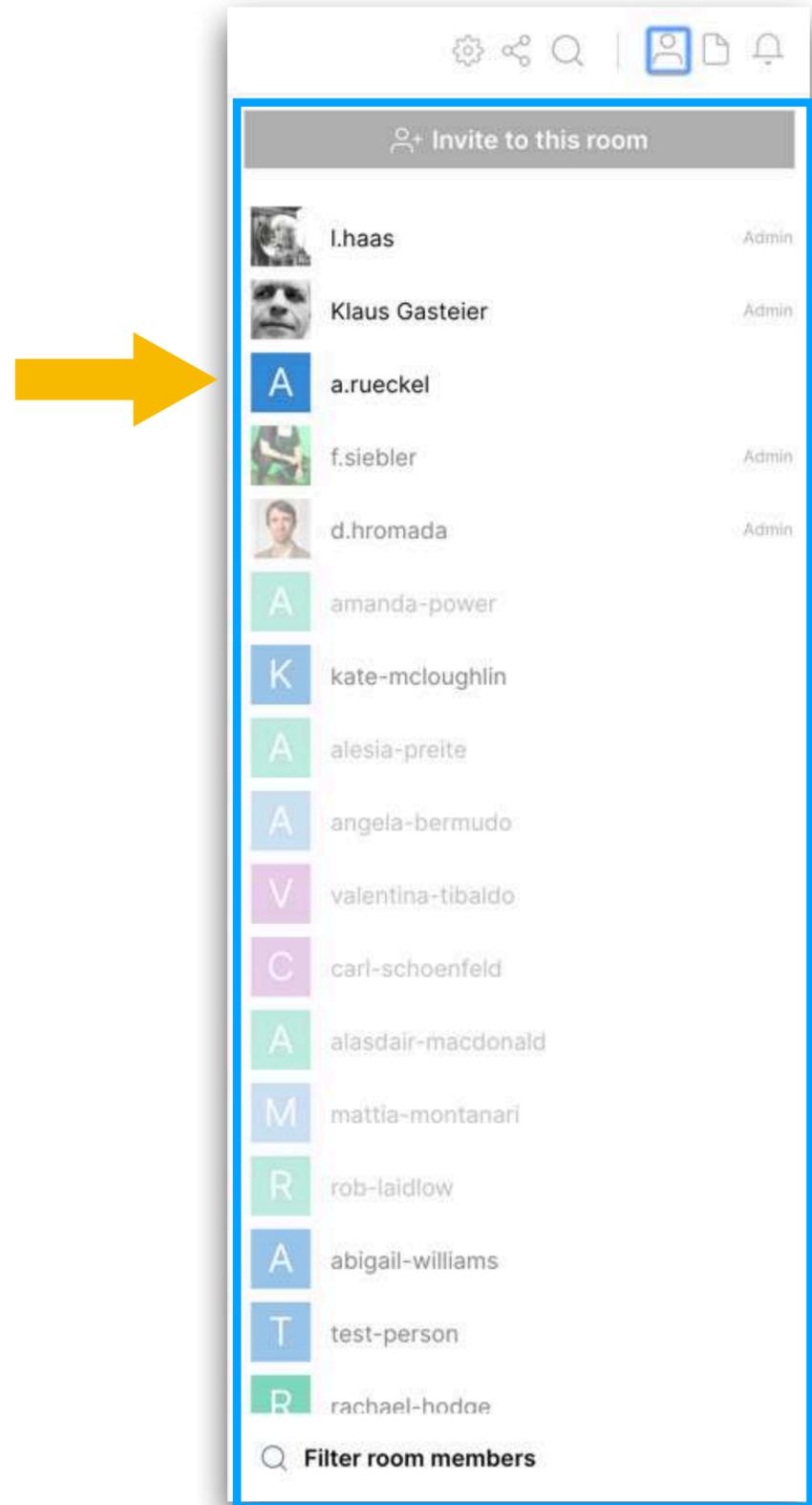


Go to a public etherpad service like board.net, create a new „Pad“, copy its address, go to your room (you have to be administrator there), type „/addwidget“ + your etherpad URL, press enter and everyone in your room can see and use this new widget (after *agreeing* to see it by confirming a button) at the top of your room. When you leave the room and come back, double click on the „custom widget“ bar to reopen it.

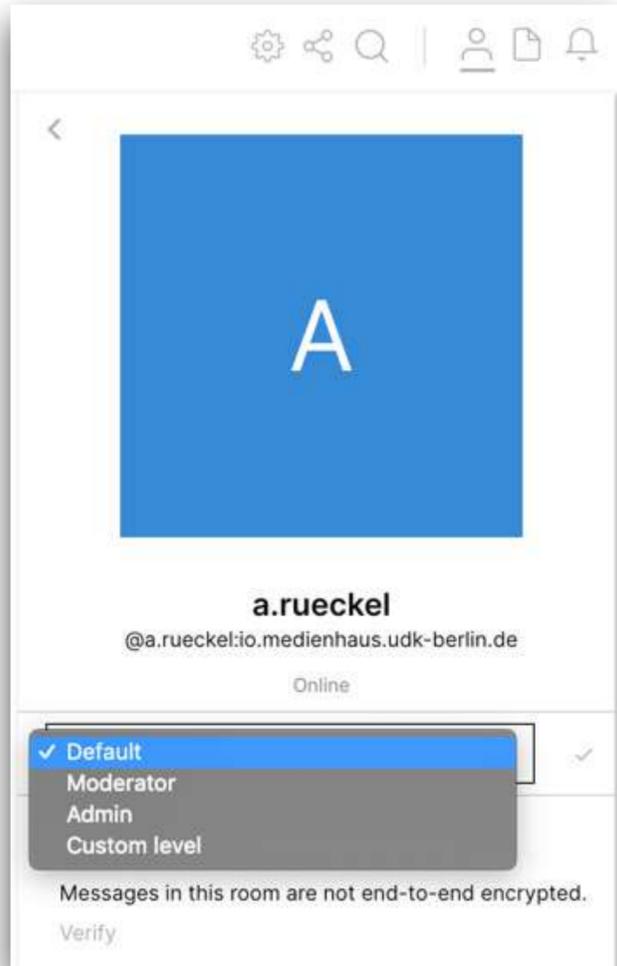


user management

promote / demote users in your room



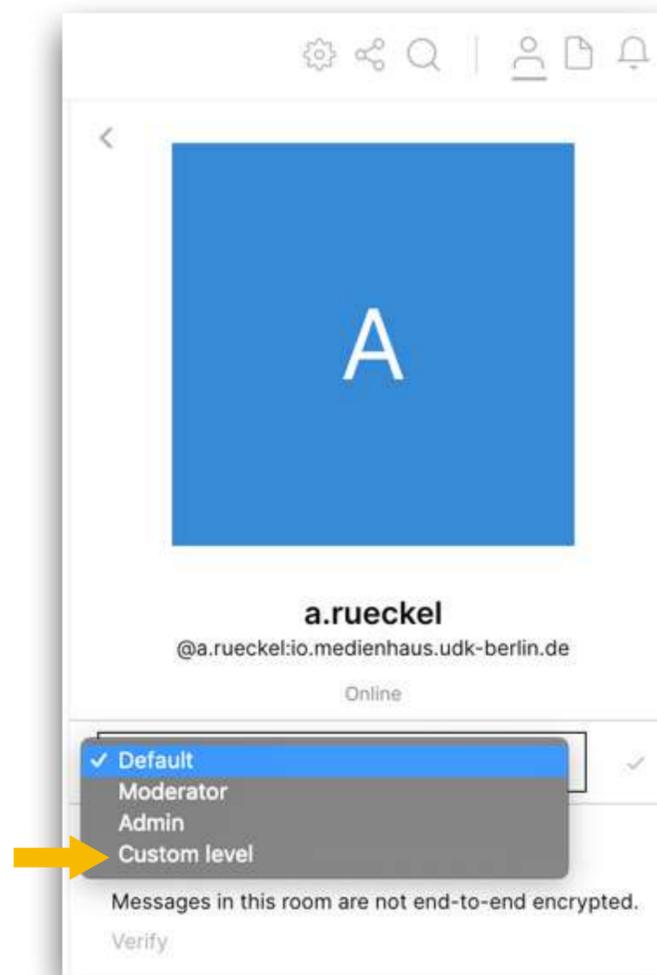
The edit icon is very tiny ...



setting to Admin means: equal rights in doing everything

further adjust privileges and roles

there are even „custom levels“ if you want to play with your own little system of hierarchies?



still private? go public!

we'll update this document soon



as you will update this platform?