# 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



		鐏 ~ Q	
		은+ Invite to this ro	om
	100	Klaus Gasteier	Admin
		l.haas	Admin
	A	a.rueckel	
	4	f.siebler	Admin
	2	d.hromada	Admin
Thursday gured the room.	A	amanda-power	
Welcome Lounge.	K	kate-mcloughlin	
Friday	A	alesia-preite	
	A	angela-bermudo	
	V	valentina-tibaldo	
	С	carl-schoenfeld	
	A	alasdair-macdonald	
Yesterday	M	mattia-montanari	
g is ready to use :-)	R	rob-laidlow	
e avarything is ready to use)	A	abigail-williams	
Arts !	Т	test-person	
	R	rachael-hodge	
	QF	ilter room members	

### 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 authentification 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".

and the second second second
Abzeichen
#11 Einstellungen
🗞 Sprache & Video
Sicherheit & Datenschutz
Hilfe & Über



Telefonnummer +49 V	
Hinzufügen	
Sprache und Region	
Sprache und Region	Ť
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Sprache und Region	~
Sprache und Region   Català Dansk	~
Sprache und Region Català Dansk Deutsch	
Sprache und Region          I         Català         Dansk         Deutsch         English	

#### Identitätsserver

Du nutzt momentan keinen Identitätsserver. Um von bestehenden Kontakten die du kennst gefunden zu werden und diese zu finden, füge unten einen hinzu.

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



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

#### 鈴 General

**G** Flair

♀ Notifications

+t+ Preferences

💪 Voice & Video

A Security & Privacy

Help & About

#### Voice & Video

Audio Output Standardeinstellung - Ma Microphone Standardeinstellung - Ma

**Default Device** 

Mirror local video feed

Allow Peer-to-Peer for 1:1

Allow fallback call assist se not offer one (your IP addre

Settings		×
acBook Air Lautsprecher (Built-in)	~	
acBook Air Mikrofon (Built-in)	~	
	~	
calle		
erver turn.matrix.org when your homeserver does ess would be shared during a call)		

seeing room settings seeing current users seeing uploaded files

### the icon bar on the upper right

We	Settings for current re
<ul> <li>General</li> <li>Security &amp; Privacy</li> </ul>	Room Settings - Welcome Lounge General Room Name Welcome Lounge
<ul> <li>Roles &amp; Permissions</li> <li>Notifications</li> <li>Advanced</li> </ul>	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)
	Local Addresses
	(io.medienhaus.udk-berlin.de)





### 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.



Send a message...





# 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"



rd.medienhaus.udk-berlin.de	
edienhaus.udk-berlin.de	
ford.medienhaus.udk-berlin.de	
	0 2 04

### more notifications?

😩 Klaus Gasteier	<b>~</b>
Klaus Gasteier @kg:io.medienhaus.udk- berlin.de	Filter
🔅 Settings	- ۲
<ul> <li>Ø Help</li> <li>[→ Sign out</li> </ul>	

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.

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💪 Voice & Video	
A Security & Privacy	
Help & About	



### create rooms

set them private or public

# create your own room

~ ROOMS
---------

SANDKASTEN \_ UdK

Add room

Create a priva	ate room	$\times$
Name		
Topic (optional)		
Make this room publ This room is private, and	can only be joined by invitation.	
Enable end-to-end e You can't disable this lat	encryption er. Bridges & most bots won't work yet.	
Show advanced		
	Cancel Create	Room
	×	1
; room		

### or go public?



#### Create a public

Name

Topic (optional)

#### Make this room public

Set a room alias to easily share your room with other p

-Room alia # e.g. my-room

:io.medienhaus.u

Show advanced

Cancel

### keep it private?

haus.udk-berlin.de
n

# invite others

#### Invite to this room

If you can't find someone, ask them for their username (e.g. @user:server.com) or share this room

#### SUGGESTIONS



a.rueckel @a.rueckel:io.medienhaus.udk-berlin.de

abigail-williams @abigail-williams:oxford.medienhaus.udk-berlin.de

alasdair-macdonald @alasdair-macdonald.oxford.medienhaus.udk-berlin.de

Show more





explore and find

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

Explore Q Filter			
DIRECT MESSAGES		Explore rooms	X
🕵 d.hromada		If you can't find the room you're looking for, ask for an invite or Create a new room	
~ ROOMS	121	Q Find a room (e.g. #example:io.medienhaus.udk-berlin.de)	×
(.) LIVESTREAM		Matrix rooms (io.medienha	ius.udk-berlin.de) 🗸
SANDKASTEN_UdK		No rooms to show	
Support / Hilfestellung			
🚂 Welcome Lounge			
🚔 🖨 #support-meta			
SANDPITS _ Oxford			

### 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 ...

	/shrug <message></message>	Prepends 「L(ツ)」「 to a plain-text messag	
<b>X</b>	/plain <message> Sends a mes markdown</message>	ssage as plain text, without interpreting it as	
6	/html <message> Sends a message as html, without interpreting it as markdown</message>		
13:23	/ddg <query></query>	Searches DuckDuckGo for result	
13:24	/upgraderoom <new_version></new_version>	Upgrades a room to a new versio	
13:26	/nick <display_name></display_name>	Changes your display nicknam	
13:28	/myroomnick <display_name> Changes your display nickname in the current room only</display_name>		
22:44	/roomavatar [ <mxc_url>]</mxc_url>	Changes the avatar of the current room	
23:20	/myroomavatar [ <mxc_url>]</mxc_url>	Changes your avatar in this current room on	
	/myavatar [ <mxc_url>]</mxc_url>	Changes your avatar in all room	
06:51	/topic [ <topic>]</topic>	Gets or sets the room top	
00-51	/roomname <name></name>	Sets the room nam	



#### Command Help

#### Messages

/shrug	<message></message>	Prepends 「\_(ツ)_/「 to a plain-text message
/plain	<message></message>	Sends a message as plain text, without interpreting it as markdown
/html	<message></message>	Sends a message as html, without interpreting it as markdown
/rainbow	<message></message>	Sends the given message coloured as a rainbow
/rainbowme	<message></message>	Sends the given emote coloured as a rainbow
/me	<message></message>	Displays action

#### Actions

/ddg	<query></query>	Searches DuckDuckGo for results
/nick	<display_name></display_name>	Changes your display nickname
/myroomnick	<display_name></display_name>	Changes your display nickname in the current room only
/roomavatar	[ <mxc_url>]</mxc_url>	Changes the avatar of the current room
/myroomavatar	[ <mxc_url>]</mxc_url>	Changes your avatar in this current room only
/myavatar	[ <mxc_url>]</mxc_url>	Changes your avatar in all rooms
/invite	<user-id></user-id>	Invites user with given id to current room
/join	<room-alias></room-alias>	Joins room with given alias
/part	[ <room-alias>]</room-alias>	Leave room
/ignore	<user-id></user-id>	Ignores a user, hiding their messages from you
/unignore	<user-id></user-id>	Stops ignoring a user, showing their messages going forward

#### Admin

/upgraderoom	<new_version></new_version>	Upgrades a room to a new version
/topic	[ <topic>]</topic>	Gets or sets the room topic
/roomname	<name></name>	Sets the room name
/kick	<user-id> [reason]</user-id>	Kicks user with given id
/ban	<user-id> [reason]</user-id>	Bans user with given id
/unban	<user-id></user-id>	Unbans user with given ID
/op	<user-id> [<power-level>]</power-level></user-id>	Define the power level of a user
/deop	<user-id></user-id>	Deops user with given id
/addwidget	<url></url>	Adds a custom widget by URL to the room

#### Advanced

#### /devtools

/verify	<user-id> <device-id> <device-signing-key></device-signing-key></device-id></user-id>	Verifies a u
(dispardenesion		Forces the

<user-id>

#### /discardsession

#### /help

/whois

Verifies a user, session, and pubkey tuple

Opens the Developer Tools dialog

Forces the current outbound group session in an encrypted room to be discarded Displays list of commands with usages and descriptions Displays information about a user



### insert an Etherpad (in YOUR room or as administrator)



### Take a board to collaborate with others

☆

or create/open a Pad with the name: sandpits Test here! Or read the features list or the FAQs.

> Go to a public etherpad service like <u>board.net</u>, 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

	@ ~ Q   <mark>2</mark> D P
	음+ Invite to this room
G.	I.haas Admin
e.l	Klaus Gasteier Admin
А	a.rueckel
Y	f.siebler Admin
2	d.hromada Admin
Α	amanda-power
K	kate-mcloughlin
А	alesia-preite
A	angela-bermudo
V	valentina-tibaldo
С	carl-schoenfeld
A	alasdair-macdonald
М	mattia-montanari
R	rob-laidlow
А	abigail-williams
Т	test-person
R	rachael-hodge
QF	ilter room members



### promote / demote users in your room

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?