Introduction to Hotseat

Hotseat is a simple microblogging tool allowing teaching staff to post questions during a lecture or class. This tool can be used to poll the students, for example on their understanding or for voting on certain ideas.

Students can use this tool to contribute their opinions or post questions during lecture or class (most relevant to students who are less vocal). This tool also allows for fully online students to post and follow discussion among their peers.

Steps

2. In order for you to be able to create a space in Hotseat to generate discussion, you will need to be assigned as a Space Admin by lodging a Support request at https://itselfservice.curtin.edu.au/CherwellPortal/ITSS.
3. To get started you will click on the Add New Space button. Provide a name for your space. By default, a new space is Public and accessible by all Hotseat users until you specify that the space is Private or External.

4. Click Add Space to create your space.

5. You can edit the setting for your space by clicking on this icon.

6. To add users to your Private space, click the icon under the Manage Users column to add staff/student ID via the Add Users text box. Type each ID in a separate line follow by clicking the Add Users button.
7. Follow step 6 to remove users if necessary, using the **Remove User(s)** button at the bottom of the screen.

8. External spaces allow login by users with existing Gmail/Google, Yahoo, AOL/AIM or facebook accounts (suitable for single use off-campus or special event presentations).

9. To return to your homepage, click the Hotseat icon on the top left hand corner.

10. Within your space, you can create several different topics. Under your space, click on the **+ Add New Topic** to start creating your topic.

11. You will be prompted to add a Topic name, description, start date, page refresh time, maximum length of post and assign a Twitter hashtag on this screen. Once done, click the **Add Topic** button.

12. Users can now start to contribute towards this topic by clicking on the topic and typing into the text box under ‘What do you think?’ When you have decided to stop receiving post, you can lock the topic by clicking on this button next to the topic name.

13. Upon submitting their ideas by clicking on the **Submit** button, the post will appear on the right side of the screen.
14. Other contributors can type their own posts or click on the vote button if they share a similar idea. They can also click the Reply button to add a comment to the post and click Submit.

15. Clicking the ★ icon next to each post set the post as a ‘favourite’ and clicking the 📣 icon hide the post.

16. Use the 3 tabs Fresh Thoughts, Hot Thoughts and Deep Thoughts to rank posts where

- Fresh Thoughts organises posts by time of submission
- Hot Thoughts organises posts by number of votes
- Deep Thoughts organises posts by number of replies.

17. As the administrator of this space, you can also

- Click on the Manage Topic link to clean out unused topics
- Run reports for the these purposes by clicking the Reports link

  - 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.