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CHAPTER 1: What is VITAL?

VITAL is an acronym for the Virtual Immersive Translational Applied Learning (VITAL) Project. The VITAL project is an innovative and unique, cross-course project involving students from courses within the HHP Department. The goal of this project is to promote collaboration and peer-based learning using technologically advanced techniques enhancing accessibility and learning opportunities through Second Life. Requirements for each course differ somewhat, so students should rely on their individual course syllabus, schedule and professor for specific due dates and requirements. The VITAL project will require students to access resources on Blackboard (www.uh.edu.Blackboard) as well as Second Life (www.secondlife.com).

CHAPTER 2: What is Second Life?

Second Life is a three dimensional, virtual, immersive world where Team Members will collaborate with their Team Lead to complete their assigned VITAL showcase presentation. If students do not already have a Second Life account, they must visit the Second Life website to create a free account and download the viewer software. (See Chapter 3: Second Life Orientation)

The HHP department has developed its own ‘Island’ in Second Life on which you can play, interact and learn. Once in Second Life you can paste this SLURL (Second Life URL) to take you to the HHP Island. http://SLURLl.com/secondlife/HHP%20at%20UH/108/49/23

Students may also use computers in the HHP Garrison Gym computer lab on the UH campus. Students will need a set of their own headphones to listen to activities occurring in Second Life. Please note that a microphone is useful for asking questions during the VITAL showcase presentation. An inexpensive microphone will meet the requirements. Team Leads are required to have a microphone for VITAL Showcase presentations.

CHAPTER 3: Second Life Orientation

Second Life Virtual Orientation Video
Click the following link to view the Second Life Orientation Video: http://www.youtube.com/watch?v=WQ-MOCWssyY&list=PLA7553395F4FE6E11&index=4
(Appendix A: See Second Life Orientation Video - Script)

Downloading Second Life and Create Your Avatar
Joining Second Life is Free. Click on the orange box that looks like this: Fill in your user name and password. Write down this information, as you will need to remember it for your future logins.

Click an image for your “avatar” (you can change the look later) fill out the further details, and log in. Go to your email account (the one you used in your log in information). Click the link provided in the email from Second Life to activate your account. A new browser window will open. Click on ‘Download and Install Second Life’, and then run it. Click “Install”. Once the install is complete, you can log in! Accept the terms of Service and click the continue button. Your avatar will appear on the “Second Life Welcome Island.” Use the arrow keys on your keyboard to walk. Follow the arrows on the ground and read the instructive signs. If you are flying, you can click the “Stop Flying” button. To get to the University of Houston, HHP department copy the following SLURL into the box at the top of the screen and wait for the HHP Island to load: http://SLURLl.com/secondlife/HHP%20at%20UH/108/49/23

Click the star on the top menu bar (to the right), which will add this to your Landmarks. You now have a landmark that you can access any time and return to the HHP Island.

A word about your inventory, on the right side of the screen you will see a menu bar composed of symbols. I suggest spending a few minutes selecting the different symbols so you can begin to understand the different options associated with your inventory.

Once the page loads, your avatar should be standing in front of the University of Houston HHP Virtual campus landing point. Proceed through the archway and read the billboards from left to right. Next, walk the “Second Life skills learning path” located to the right of the HHP Virtual campus landing point. In Second Life you can set a Home location for your avatar. For instance, you can set Home to the location of the flagpoles; just go to “world” at the top of your Second Life tool bar then click “set Home here.” You will receive a message in your chat box that says you have set your Home for the flagpoles. If you do not see a message in your chat box then your Home spot has NOT been set. As you move about the Island and want to return to your Home simply hold down Ctrl Shift H (at the same time) and you will be teleported back to your Home spot.
CHAPTER 4: Ask Annie

If you have any questions when you are in Second Life, feel free to ask Annie Obscure (her avatar name). There are several help stations located throughout the HHP Island (see picture). She is a real person that can help you with ANY questions you have about operating Second Life.

CHAPTER 5: Top 10 Characteristics of an Effective Team

1. Everyone participates actively and positively in meetings and projects.
2. Everyone understands team goals.
3. Individual members have thought hard about creative solutions to the problem.
4. Members are carefully listened to and receive thoughtful feedback.
5. Everyone takes initiative to get things done in a timely manner.
6. Everyone is supportive of the project and of others.
7. There is plenty of ongoing communication between Team Members.
8. Team decisions are made using organized, logical methods.
9. Team goals are given realistic time frames.
10. Everyone is focused on the ultimate goal of the project, while also digging into the underlying details.

Chapter 6: Top 10 Characteristics of an Effective Team Lead

1. Leaders have a strong desire to achieve...they think, plan and act with an “I can attitude.”
2. Leaders are positive and enthusiastic regardless of how others act.
3. Leaders want to make things happen! They are active participants from start to finish.
4. Leaders have the ability to find something good in every person and every situation.
5. Leaders are assertive, persistent and productive. They have determination.
6. Leaders believe success depends on striving to do your best every time.
7. Leaders expose themselves to new experiences. For they know that is how growth occurs.
8. Leaders delegate responsibilities to members of the group or team to create motivation and enthusiasm.
9. Leaders possess high charisma and excellent communication skills.
10. Leaders have vision and a focus on desired outcomes.

CHAPTER 7: VITAL Expectations of a Team Lead

1. Log onto Blackboard and check your groups’ discussion tab. Post an introduction identifying yourself as a Team Member. Please state your real name, avatar name, something interesting about yourself, and three strengths you can bring to the table when working with groups. (See Chapter 9: Communicating and Meeting with Your Team Lead and Team in Blackboard)
2. Reply to your Team Lead’s discussion post in a timely manner. Rule of thumb: always reply within 24 to 48 hours of your Team Lead’s post.
3. Agree on a reasonable time to meet in Second Life and conduct a group meeting. State your preferred Second Life meeting dates and times in the Blackboard group discussion tab.
4. Read over the Second Life meeting agenda posted by your Team Lead in Blackboard prior to all your Second Life meeting times. Think about how you may contribute to the project (i.e. experiences, resources, education, knowledge, etc.) before you meet in Second Life.
5. Meet in Second Life for each meeting at the assigned time and location. It is important to be on time and be prepared.
6. Follow the “Team Member Meeting Checklist” handout for every Second Life meeting (See Appendix E: Team Member Meeting Checklist).
7. Fill out and update your personal “Team Member work log” after you have been assigned tasks and after you have submitted your contributions to Blackboard. Documentation of your work is KEY (See Appendix F: Team Member Work log).
8. Be sure to take your own comprehensive notes during the Second Life meetings.
9. Remember this is a GROUP effort and your contributions are valuable and required in order to receive a passing grade on VITAL assignments.
10. Be enthusiastic and have fun! VITAL is an exciting new way to work with your peers in a collaborative virtual environment. Be supportive and helpful to your Team Lead.
CHAPTER 8: Signing Up for Your VITAL Showcase Topic

Your Instructor will provide a master signup sheet and a list of possible showcase topics for you to choose from. Sign up for your VITAL Showcase topic with your Instructor’s approval. You will need to refer to your syllabus for sign up due date and the VITAL Showcase dates. When signing up on the Master Signup Sheet you will need your avatar name, people-soft number, preferred presentation date/time and your presentation title.

CHAPTER 9: Communicating and Meeting with Your Team Members in Blackboard

All communication that takes place should be done using the Blackboard group discussion tab.

Sign onto Blackboard and click on your assigned course list. The Home page will display a “group discussion” icon. Once you click the icon it will take you to your group discussion board. The Team Lead will be the only person that can post a NEW discussion thread.

Team Members will only be allowed to comment on the Team Lead’s discussion thread. This will help to eliminate confusion and keep the posts organized. The Blackboard discussion tab and Second Life are the only places you should communicate with your team. Please do NOT use personal e-mail accounts to communicate with your Team Members. If you need to send a file, use the Blackboard email tool and “cc” all Team Members including your Instructor.

Once you log onto your Blackboard account, you will see a course shell created for the VITAL group project. Within the new course shell, you will see your designated group icon on the Home page. Once you click the icon it will display your group’s discussion tab.

The Blackboard “Roster” tab can be used to identify your Team Members. The “Roster” tab is located under “course tools” in Blackboard. Once you have clicked the “Roster” tab you will have the option to “view profiles”. Here you can select from the drop down menu: instructors, students, or VITAL groups. You will want to select “VITAL groups”, and then select your assigned group number.

Tips for Setting up Your Second Life Team Meetings
1. Request best times to meet and stipulate that your Team Members should reply back within 24-48 hours.
2. Pick a time where the majority of the Team Members can attend.
3. Set the time/location and stick to it (typically a 1 hour meeting is sufficient)
4. Notify your team of the time/location of the meeting.
5. Send reminders for team meetings at least a day in advance of the meeting.
6. Define the purpose of the meeting--use your worksheet.
7. Develop and distribute the agenda prior to the meeting so members will be prepared and feel involved and up-to-date.

During the Meeting:
1. Greet Team Members and make them feel welcome, even late arriving members when appropriate.
2. Record attendance.
4. Review the agenda and set priorities for the meeting.
5. Stick to the agenda; if members get off task politely guide them to stay on the task at hand.
6. Document and make notes from the meeting.

After the Meeting:
1. Post a follow-up “Team Meeting # summary and chat” from the meeting in your team Blackboard Discussion tab. You will continue to receive feedback from your Team Members, as required by their courses.
2. Set up next Second Life meeting (you will need to conduct 3 Second Life meetings) - see above.
3. Check back with your group frequently to obtain as much feedback as you can from your team or answer any additional questions your team may have.

CHAPTER 10: Communicating and Meeting with Your Team Members in Second Life

Once you have confirmed a meeting time with your group members you can reserve a VITAL group meeting area. This will be done through Blackboard. ALL group meeting locations, dates, and times can be viewed on the Second Life group meeting billboard located on the landing point in Second Life. You will need to insure that you stick to this schedule rigidly so that ALL groups have adequate time to meet with their groups.
There are five group meeting pavilions each of which is named after an animal. The names are as follows: 1. Armadillo, 2. Bullsnake, 3. Cougar, 4. Dall and 5. Elk.

Due to conflicting schedules, it is recommended to take advantage of your Second Life team meeting time to coordinate the next Second Life team meeting. This is beneficial because you can get instant feedback from your Team Members on what times/dates work best for everyone. Therefore, at the conclusion of the Second Life team meeting #1 Team Leads need to coordinate the date and time for Second Life team meeting #2. This is also recommended at the end of Second Life team Meeting #2 to set up your Second Life team meeting #3. Once your team meeting has adjourned, you can save your team meeting conversation by copying and pasting it into a word document. Ctrl H will open the entire streaming conversation. Use your cursor to click into the message box and hit Ctrl A to select all and Ctrl C to copy the meeting conversation. Next, open a word document and use Ctrl V to paste the conversation within the word document. This is how you will save your meeting conversations every time you meet with your team in Second Life. Here is a short video demonstrating how to save a Second Life team meeting chat: http://www.youtube.com/watch?v=WQ-M0CWssyY&list=PLA7553395F4FE6E11&index=4

At the conclusion of your team meeting log onto Blackboard and create a “new post” titled “Team meeting (#) summary and chat”. For the summary, provide a detailed paragraph summarizing the Second Life meeting. In addition, attach the team meeting Second Life chat for your Team Members’ reference. You will need to do this upon completion of EVERY team meeting that is held in Second Life.

CHAPTER 11: Conducting Second Life Team Meetings

What Not To Do in Second Life Meetings video: http://www.youtube.com/watch?v=5jEvOeqUspw
Appendix B: What Not To Do in a Second Life Meeting (Script)

What to Do in a Second Life Meeting
http://www.youtube.com/watch?v=a116lPSGCDg - Appendix C: What To Do in a Second Life Meeting (Script)

CHAPTER 12: Viewing Archives of VITAL Sample Slides, Presentations and Visiting the VITAL practice area in Second Life

HHP Coliseum
In Second Life, the final VITAL Showcase presentations will be held in the amphitheater (HHP Coliseum), located on the virtual UH campus. Use the link provided to paste into the address bar in your Second Life browser. The link will take you directly to the amphitheater (HHP Coliseum) location within Second Life. http://maps.secondlife.com/secondlife/HHP at UH/0/126/25

VITAL Sample Presentation Slides
You can also view slide show presentations from previous semesters at the “VITAL sample presentation and slides” area. http://maps.secondlife.com/secondlife/HHP at UH/27/175/23

VITAL Presentation Practice Area
It is very important that you practice your presentation in Second Life, at least once, before you give your final VITAL Showcase presentation. The VITAL practice area in Second Life is available 24 hours a day, seven days a week, so no matter where you are located, you will be able to find a time when no one else is using it.

This area can also be used to practice talking with your microphone. You will need to provide your own microphone to use during your VITAL showcase presentation. Please note that an inexpensive microphone will adequately meet the requirements.

The VITAL presentation practice area located behind the amphitheater (HHP Coliseum) in Second Life. http://maps.secondlife.com/secondlife/HHP%20at%20UH/1/185/24

*See “Second Life Virtual Orientation Video” to help your find the location on the HHP Island and amphitheater (HHP Coliseum) in Second Life.
CHAPTER 13: Tips for Presenting the VITAL Showcase Presentation in Second Life

Your PowerPoint Presentation
Be sure to turn in your individual hardcopy of the Final PowerPoint in class and via email- see Blackboard emails/announcements from your Instructor for more information. Your Instructor will make sure that your slide show presentation gets loaded into Second Life correctly. Clearly label your presentation with your VITAL group number. Instructors will not accept late final PowerPoints.

Your presentation should be in .pptx format. Do not use unusual fonts. It’s best to stick with the fonts that come installed as default in the PowerPoint program. Do not use any animations in your slides. These do not work in Second Life, and your meaning may be lost.

Tips for Presenting in Second Life
When you present you should sit your avatar in one of the chairs located on the presentation stage in the amphitheater (HHP Coliseum). This looks better, is less distracting from your slide presentation, and makes it easier to use your camera. Use your camera controls to position your camera so you are looking at your avatar from the audience’s point of view:

**Windows**
- Ctrl Alt drag - rotate
- Ctrl Shift Alt drag – move
- Scroll wheel - zoom

**Mac**
- Cmd Opt drag - rotate
- Cmd Shift Opt – move
- Scroll wheel – zoom

*Use voice to give the presentation.* At the start of your presentation, let your audience members know you are going to use voice by typing. Next, ask the audience to turn “their” microphones off. *Let the audience know* that it’s OK to make comments and questions via chat. This ‘back channel’ ability to have a discussion going on during your presentation is a big advantage to using Second Life.

How to run the projector
*Your avatar must be on the stage to run the projector.*
1. Click ‘select group’. You will see a grid of numbers in circles.
2. Click on the number of your group.
3. After a couple seconds your first slide should appear.
4. You can advance the slides by clicking ‘next slide’, back up by clicking ‘previous slide’, or restart with the restart button.

On the Day of your Presentation
On the day of your VITAL Showcase, you will need to login to a computer on which you can access Second Life. You also will need a functioning microphone and speakers. If you are near the University of Houston Campus you may access a computer in the TORC Conference Room 105 H-L (this is in the Garrison Building), which can be set up to make and present your final presentation. You must arrive at least 15 minutes before your presentation to allow for set up time.

A Couple of Handy Hints
Make sure you log onto Second Life some time in advance of your presentation. Second Life frequently pushes out mandatory updates to the grid. It would be a shame to miss your VITAL Showcase time because you were delayed by a mandatory Second Life update. Practice really does make perfect. Practice! Practice! Practice! Your presentation, both offline and online. Practice using the technology. Practice is important for a winning presentation!

CHAPTER 14: VITAL Resources

**Websites**
- Blackboard website: www.uh.edu/Blackboard
- Second Life website: www.secondlife.com
- Sample VITAL Master Signup Sheet (Sp 2011): http://grants.hhp.coe.uh.edu/secondlife/vital.htm
- Distance Ed blurb website: http://distance.uh.edu/current_students/forms.html
- Second Life Orientation video: http://www.youtube.com/watch?v=WQ-M0CWsyyY&list=PLA7553395F4F6E11&index=4
- What Not To Do in Second Life Meetings video: http://www.youtube.com/watch?v=5jEvOeqUsyw
- What To Do in Second Life Meetings video: http://www.youtube.com/watch?v=aI16iPSGCDg
Appendix A: Second Life Orientation Video Script

[I will walk in to room to the computer and introduce myself] Hi, my name is Corbin. Today we will be introducing Second Life and its integration with the VITAL project here in the Health and Human Performance Department at the University of Houston.

First, we begin by opening our Internet browser. Any of the popular options will work fine. [open browser] We then will navigate to the Second Life website at www.secondlife.com [go to website] Once we are at the website, we can see the plethora of information available to us on Second Life. [mouse over links to give general idea of what’s available]

Now, today, we want to join Second Life and create our own avatar for use in the HHP Island. Mouse over to the bright orange “Join Now” button and click. [click join button] We are now on the avatar selection page. Here, you may select the base for your avatar, which you can always customize later in Second Life. [select an avatar]

You will now select a user name for your avatar. This is the name you log in with so write it down if you need to. [input username] Now enter a working email address you will use frequently. Also, your date of birth. A password. A security question and answer. [enter fields] You may then choose to view the Terms of Service agreement and/or Privacy Policy.

Create your account by clicking the respective orange button. [click button] Now we have a security measure to pass. Enter the blurry letters you see in the box above. If you can’t see the letters clear enough, press the “try another” button. [enter field]

You can select your account type. No need to select premium, as we want the FREE version! Click this to go on to the next page. [Email activation may occur – simply proceed to email and activate – may need to cut video at this point (email takes a few minutes)]

Congrats! We now have an activated account. Click on the orange download link to install the Second Life software on to your system. (Sometimes you can select to just run the program immediately after it is installed.) [click link to download] Once the file is completely downloaded on to your computer, track down the installation file to begin the Second Life setup. [find file and set up Second Life] The installation is quite simple, let the setup wizard complete the process and…..the sign in page will pop up once everything is completed.

You will now enter your selected username and password to sign in. [Enter UN/PW and sign in. Again, here is the Terms of Service and Privacy Policy I mentioned earlier…click continue to begin.

Once you are fully logged in, you will be transported to the Welcome Portal in Second Life. Feel free to walk around and play with the controls. However, we need to transport to the HHP Island where our material is. To do this, we must enter the Island’s SLURL – short for Second Life uniform resource locator. HHP’s SLURL is located in your instruction manual for Second Life. Enter this in the field at the top of the screen and press enter to be immediately transported. http://SLURL.com/secondlife/HHP%20at%20UH/108/49/23

Here we are! Welcome to HHP Island – where dreams come true…sort of. In Second Life, they have made it very easy to use your keyboard to move around and interact with the environment. I will be using the on-screen keys just so you can see what I am doing. [Open up the Move tab and show walking, flying, running, movements, etc.]

I will begin here by giving you a quick tour of the Island, and then I will show you some of the customization options in the end of the video as an optional section.
[Begin at flag poles, introduce Annie and what she is available to do. Start walking along the pathway pointing out the meeting "gazebos." Point out buildings along the way, eventually taking path to Coliseum and practice presentation area] Here you will see a massive building. In the year 71 AD, the Romans worked tirelessly to produce an amphitheater to host their…just kidding, this is the HHP Coliseum. Here is where all of the final presentations will be held. I will leave it up to you to explore the wonders of the theater.

If you travel to the rear end of the Coliseum, you will find the mock presentation area. Here is where your practice sessions may take place, or even where you can view past students’ presentations….no copying. [Show an example of videos to demonstrate final product]

Now, if you’ll fly back to where we started I can introduce you to the various customization options. [fly to flagpoles] Here we are at the flagpoles again, let me take some time to get you acquainted with the Second Life dashboard on the right side of the screen. [Introduce pop out tabs and dashboard on the right side of the screen. Info card, people finder, places, inventory, appearance, screen shot, email, etc.]

Now I’d like to explain a little about teleporing. Teleporting isn’t just a science-fiction dream, it is the primary means of travel in Second Life. First, we will see a brief example by teleporting to Dr. Layne’s 4315 island in the sky…[Teleport to Dr. Layne’s class and show features. Teleport to other islands and show how to get back to HHP. Once back at HHP, Marelyn will arrive and we can interact through microphone and chat box]

Now, I’d like to show you how to easily interact with other avatars and your classmates.

• Marelyn text chat: Hello, Corbin!
• Corbin Dallas text chat: Hi Marelyn!
• Corbin Dallas text chat: You may type your text into this box at any time to chat with others.
• Marelyn text chat: Make sure they are in range, though! Other avatars cannot pick up your text if you are too far away.
• Corbin Dallas text chat: Thanks Marelyn! Great point.

Simple enough, right? Now for audio chat…Make sure your microphone is set up correctly with your computer and Second Life. Visit Options tab to show settings in Second Life.

• Corbin audio chat: Hello Marelyn!
• Marelyn audio chat: Hey! Loud and clear on your end??
• Corbin audio chat: Crystal clear!
• Marelyn audio chat: This is a great way to communicate with other Team Members and avatars. Presentations will be conducted through voice chat.
• Corbin audio chat: Thank you!

Everyone give a round of applause for Marelyn! Communicating in Second Life is easy and fun. That concludes our brief tour of the Island. Please take it upon yourself to explore for yourself everything the HHP Island has to offer. You will need much of this information for your quiz so get to it!

To log off of Second Life, click the “Me” tab and choose “Exit Second Life”. Your avatar will reappear where you last left. If you have any questions, please refer to your student manual, Team Lead, or class instructor. Enjoy your time in Second Life!

Appendix B: What NOT to Do in a Second Life Meeting – Script

Team Lead: Marelyn (TL)
TL: Hi! What’s up? I am your TEAM LEAD.
So, I need some suggestions on our topic.
The topic is “Preventing Teenage Obesity."
TM 1: (interjects) this is dumb.. What is the point of this? Why do we have to meet in Second Life? Why can’t we just meet in person?
TL: Yes, I agree this is dumb!! All I know is I am supposed to get suggestions from my Team Members on the topic I chose. The whole point is that we don’t have to meet in person!!!
(TM 3 just logs in (LATE) and does not know what is going on)
T.M. 3: Is this group number 1?
T.L.: Yes this is group number 1!
TM 3: What did I miss?
TL: Just telling everyone the topic…. “Preventing Teenage Obesity.”
T.M. 4: So??????
TM 2: what kind of suggestions?
TM 4: Yeah, what kind of suggestions? I haven’t really read my syllabus so I really don’t know what is going on.
(Avatar goes to sleep/ away from computer)
TM 5:yeah, what are we doing? I am clueless.
TM 1: Second Life is stupid!!! I just need to make an A in this class and be done with it!
TL: I don’t want to be here anymore than you! So, let’s just suggest stuff pertaining to teenage obesity. Come on people this is not hard!
TM 3: I don’t know anything about obesity in teenagers.
TM 1: Obesity is a really fat person lol!
TM 3: I just feel I don’t know enough to contribute…I will just listen in and next time I will suggest stuff.
TM 5: Hai! Being fat is awesome, NOT!
TL: So, does anyone have a working brain and can suggest something please? We just need to get this over with!
TM 1: Can we just meet in person… this sucks!!! I don’t understand what you are wanting.
TM 5: I can’t meet in person. I live in another state.
TL: And as I already stated… the point is that we DO NOT have to meet in PERSON!! So, DROP IT!!!!!!!!
TM 1: It was just a suggestion….Stop yelling!
TM 4: (action of Avatar: sleeping, disengaged)
TL: Look, Let’s just get this meeting over with and move on.
TM 2: I think teens are fat bc they eat unhealthy junk food. Maybe you should look some stuff up about it.
TL: Yes, good idea . I will do that because this meeting is going no where.
Thanks anyway!! See you next meeting, I guess…. Bye (Team Lead LOGS OFF).
TM 4: (Avatar wakes up and chimes in.)
Ok, I am here, Umm…Where did our Team Lead go? Is the meeting over with?
TM 1: Did our TEAM LEAD seriously just log off?
TM 2: Yup looks like it.
TM 4: Wait! I was away from my computer trying to read the Syllabus…What happened?
TM 2: Our Team Lead doesn’t know what he is doing and got upset and left. I guess I will just email my professor and ask him what the point of this is.
TM 3: What a waste of freakin time!!! : / I’m out of here.. PEACE! (TM 3 logs off)
TM2: No kidding, I don’t understand the purpose of this project. I think we should complain to our instructors. I can’t wait for this to be over! Bye everyone. (TM 2 logs off)
TM 5: Ugghhh!! is this how team meeting 2 and 3 will go? Shoot me now.
TM 1: I still think we should just meet in person at a computer lab and then all log in. That way we know what we are doing.
TM 5: wow!! Still on that? Hal!! Later!! (TM 5 signs off)
TM 4: I totally missed something… oh well, I was here so I should get credit. (TM 4 logs off)
TM 1: (only Person left in Second Life.. looks around then walks off)

Appendix C: What to Do in a Second Life Meeting – Script

Team Lead: Marelyn (TL)

Once you have set up a meeting time with your group through B.B. log onto Second Life at the time and location you specified on the discussion board. When the majority of your group is present you can start the meeting. Below you will find a sample of how you want your meeting to go.

TL: Hi this is Marelyn and I’m your Team Lead.
It’s Nice to see all of you here in this virtual world setting.
I am very excited to be working on a collaborative project with you all where we get to use new technology and try something outside the box.
It will be very cool to present in Second Life versus just another PowerPoint in the classroom, which we all have done a million times, right?
Nevertheless, it will be a challenge, but I thrive on challenges and it will be an awesome experience to share this challenge with you.
As you know I posted an agenda in Blackboard about what team meeting 1 will cover. Just in case you don’t have that handy let me reiterate it – we will be discussing the project overview, population, goals/objectives, and I also will be delegating research tasks for all the Team Members.
I will note that this is an open discussion and all suggestions and comments pertaining to our topic can be discussed freely and are encouraged! 😊
So, let’s get right down to business…
Our topic is “Preventing Obesity in Teens”
OVERVIEW: I chose this topic because of my interest in the growing issue of teen obesity in America
My community partners will be a local YMCA and local schools that plan to implement our ideas and solutions to this
growing concern.
We hope to change the behavior of poor eating habits and lack of dietary education among teens
We will work to help influence the eating habits of today’s teens by intervening in a school setting and providing a
means of diet education for our subject population.
TL: Let’s first talk about our population… I am thinking teens ages 13 to 18 both boys and girls. What do you all
think?
TM 1: Hi Team Lead, I appreciate your enthusiasm as a Team Lead and I am looking forward to contributing to this
project. That population seems to fit!
TM 2: Hi everyone, I love the idea of that population for this project. I have had lots of direct experience working with
overweight teens as a summer camp counselor. Just wondering will we choose a certain ethnicity or stick to all
races?
TL: (Team Lead addresses TM 2 directly) TM 2: I was thinking we would keep it general….that way we can find
plenty of information. . Also, since teen obesity affects all ethnicities we may as well address all of them.
TM 3: Hey there everybody! ☺ I am very excited to be here and see how this project evolves. Why are you not
including 13 to 19?
TL: (TL addresses TM 3 directly) TM 3: good point! I chose ages 13 to 18 because we will work in a school setting…
grade level ends with students at age 18.
TM 3: oh I see, Okay that is totally understandable.
TL: Okay, we will say for now that our population will be teenagers’ age 13 to 18 both male and female… and our
subjects will be from all ethnic groups.
Let me pause for a second and write down some notes so I won’t forget the things we have discussed……..ok I am
good to go
Now, let’s brain storm what the goal of our program should be……
TM 5: I think our goal should be to implement nutrition education and a physical activity intervention with the focus on
male and female teens.
TM 3: Or our goal could be to help teens lose weight by educating them on how to eat healthy and exercise
Team Lead: I like those goals…let’s combine them, how about this… influencing diets through educating teens on
healthy eating habits as well as addressing exercise components. So, let’s make our formal goal 😊
• Provide opportunities to learn how to: be active, eat healthy, and maintain a healthy weight.
• Provide a safe environment for physical activity among teens
Okay.. give me just a second to make a note of our goal….. alright
Next, I also have the task of coming up with objectives to help reach the goal of the project.
This may help to clarify what an objective is….I learned in class that objectives have to answer the who, what, when,
and how much (like a criterion that can be measured)
So, what are some objectives that our program should seek to influence?
TM 1: Let me write down the goal so I don’t forget it either…. Okay, we could have our program be over a six-month
time frame. I think we will be able to make a change in that time period. What do you think?
TL: Yes I like that! Thanks for the suggestion!
We just need to see what the literature says is an effective amount of time for an intervention to see positive results.
Just want to confirm that we are not pulling six-months out of the air. We need to make sure the research says it is
acceptable.
TM 2: You could also do a pre and post BMI evaluation that way after the six-months you can see if the program was
effective. This would take care of the “how much” component. You would just have to look into healthy BMI for our
population.
TM 4: How much of a decrease do you want the participants BMI after completion of the program?
TL: good question!! We will need to do some research on that…Let me make a note and at the end of our meeting I
will assign someone to take on the task of finding the information as well as confirming the six-month program
timeframe.
TM 4: I will be happy to look into it and post it in Blackboard by Friday. I actually learned about Healthy BMI for teens
in my Nutrition course last semester. I can just look over my notes and let you know.
TL: Thank you for taking initiative TM 4! I will make a note and assign that to you at the end of the meeting 😊
Let’s change gears for a second and just talk about some things…What are some problems associated with teenage
obesity?
And do you feel there is a need for this type of program in this school setting and why?
TM 1: A problem associated with teenage obesity is that if not treated it can lead to adult obesity which can cause serious health problems and financial stress.
TM 5: It can cause a lack of self-confidence among teenagers too. Some teens get bullied for being overweight
TM 3: Some teens may even become depressed and lose interest in things they used to enjoy.
Team Lead: Okay thank you! Those are some great points! 😊
Let's throw some more ideas out there about possible objectives to help meet our goal...
TM 5: Maybe we should work to get the YMCA and local schools to implement an education class on healthy eating habits and exercise.
TM 3: Yes!! I currently work part time at an after school program for the YMCA…So I can ask around and see what I can find out
TL: That's great!!
TM 4: You can have an objective that you would like everyone who enters the program to lose XXX amount of weight by the end of the 6-month program or reach a certain BMI by the end of the program.
TM 1: And the program could discuss and show teens how to be successful and set their own personal health goals.
TM 2: We want to first inform teens on what healthy food choices actually are and then give them information on how to lose weight and be healthy. That can include educating them on how to create their own diet plan and exercise program. We can then put this plan into action over the 6-month time frame and see if it is effective
TL: Yes, all that information is great! Thank you everyone!
Now, I am going to delegate specific tasks for each of you to research and post to Blackboard within in a week’s time from today so that I can prepare it for our next meeting. Be sure to remember that when you are researching to use PEER REVIEWED journal articles…Using the UH library database will be your best option. Please always include your references—that means where you find your information (date published, database used, year published, and author/s).
Here are your specific tasks:
TM 1: Could you please research some teen health agencies and provide me with some statistics and trends of the teenage obesity epidemic for the background and rationale for our presentation? Rationale will be why we feel the program needs to be done.
TM 2: Could you research Social Cognitive theory and how we can use the theory for our presentation? This theory addresses the behavior, environmental factors, and personal factors that influence decision making.
TM 3: I would like you to look into funding sources that we can use to provide support to implement our program. This should include grant opportunities as well. So, think about ways we can raise money in order to initiate our program. Ex. How are we going to pay for equipment, food, activities, and places to meet, etc...
TM 4: Can you help TM 3 and post some ways we can raise money to pay for the numerous items that are needed to conduct our program? Also, be sure to look into healthy BMI for teenagers and find in the literature that six-months is an effective time frame for a teen obesity program.
TM 5: I need a little more information about the background of our population… this includes researching existing findings associated with our project goals and objectives.
TM 1: Yes I can do that…. let me write down my task so I don’t forget ….
TM 2: Yes I sure will. Nice leadership skills Team Lead
TM 3: Sounds good!!!
TM 4: I would be happy to, thank u for a great meeting!
TM 5: Glad too! Let me know if there is anything else I can help you with
TL: If any one has any further questions you can always ask me through Blackboard and I would be glad to help in any way I can.
Team Lead: Is there any other questions before we adjourn?
(HEARING NOTHING)
Thank you for all of the great suggestions!! 😊
I will be contacting you through Blackboard to set up our second meeting time.
I will be posting a summary of this meeting in Blackboard as well.
Just a reminder to check your Blackboard discussion tab often 😊 so we can stay in touch about our presentation.
Everyone’s contribution is important to completing this project.
Thank you so much for attending… I am very excited to be working with you all.
Have a wonderful day and I can’t wait to see you all at our next Second Life meeting.
Appendix D: Example of a VITAL Showcase Flyer

Appendix E: Team Lead Meeting Checklist

Every team meeting held within Second Life should include the following:
1. Start by stating the agenda for the meeting
   Ex. We will discuss: project overview, population, goal/objectives, and assign tasks.
2. Write down the avatar names of the Team Members present in the actual Second Life meeting.
3. Next open the floor for discussion of the assigned topic and agenda points
4. Take notes of what your Team Members are suggesting. Be sure to copy and paste your meeting conversation into a document after every team meeting. *(See Chapter 10 concerning how to save meeting conversations)*
5. Assign specific tasks for each of your Team Members and give them a timeline of when the task needs to be completed. Team Members will need to post their information in Blackboard within the given time frame.
6. At the conclusion of every Second Life meeting provide a paragraph summary and a copy of the team meeting chat in Blackboard. Title the discussion thread “Team meeting (#) summary and chat.”

Appendix F: Team Lead Work Log

The following table is an example of how your personal work log should be filled out. It is your personal responsibility to keep up with the dates and information needed for your work log. Your instructor reserves the right to view your work log for a grade at any point throughout the semester. Therefore, it is extremely important to write down your team member’s assigned tasks and contributions in a timely manner.

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<th>Name: John (Avatar: John Q)</th>
<th>Group #: 4 “Preventing Obesity in Teens”</th>
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<td>Sarah (SJ105)</td>
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<td><strong>Contributions</strong></td>
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<td>Date posted to Blackboard:</td>
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*The Social Cognitive Theory addresses the behavior, environmental factors, and personal factors that influence decision making.*

*Environmental Factors: environment influences the majority of decisions that many teens make. Manipulation of the environment can help teens make better choices*

*Personal Factors: Controlling personal factors can help shape nutritional behavior.*

*Controlling personal factors can help shape physical activity behavior*

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- **Dr. Brian McFarlin** – Project Consultant
- **Corbin Hedt** – Student Assistant
- **Todd Boutte** – Staff Assistant
- **Prashant Mutgekar** – Staff Assistant
- **Jo’Nathan Gwynn** – Videographer
- **Martha Hayes** – Editor, Designer

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