

Sococo Onboarding Guide and Etiquette

Welcome to Sococo, our virtual home away from home while we are social distancing. Sococo is a map-based metaphor that will help us feel like we are together in Halligan Hall even while working and going to school remotely. Within this space, you will find faculty and staff offices, conference rooms, and other meeting spaces where you can meet others formally or informally. Anyone in a given room will be able to communicate easily via multiple methods:

- Text chat
- Audio chat
- Audio and video chat
- Imbedded Zoom meeting

We hope you will find it a useful way to be able to connect with others to ask questions, have meetings, and even conduct TA office hours and recitations.

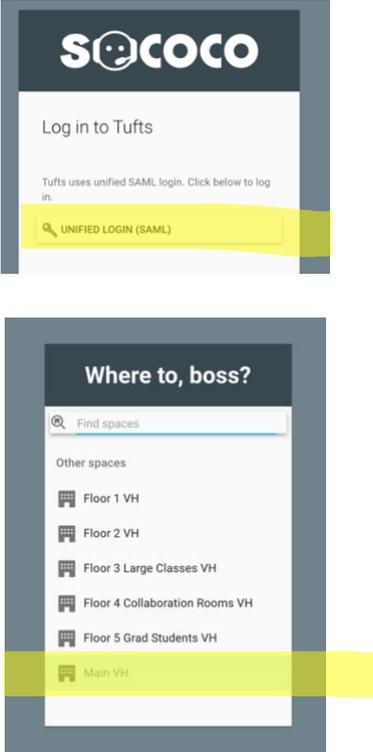
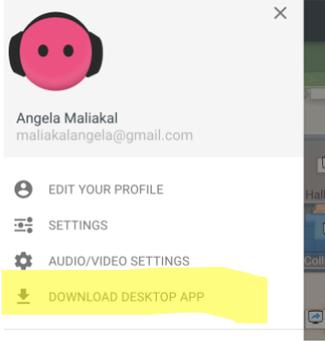
Sococo Etiquette

- Please knock before entering an occupied room.
- Please remember to leave an office or meeting room when you are done.
- If a faculty or staff office is unoccupied, please do not use the space. However, you may go in to click on links or notes left by the room owner.

Sococo Basic Guide

Please see the following pages for a brief guide to some things you can do in Sococo.

For more help, visit <https://support.sococo.com/hc/en-us/articles/360013167279-Sococo-Basics-Tutorial-and-FAQs>

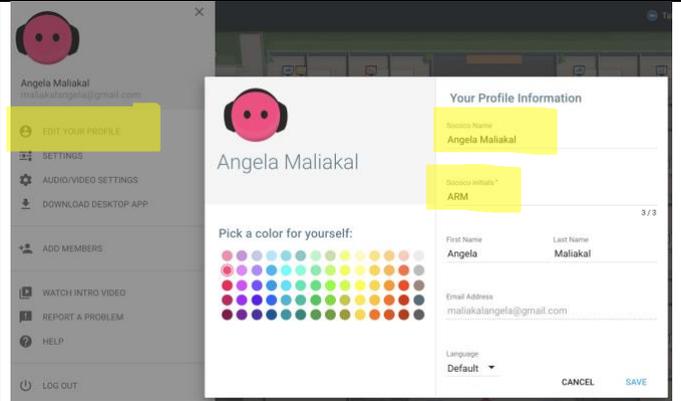
Function	How to	Visual
<p>Log in to Sococo using SSO</p>	<p>You should receive an email to log into Sococo. Open the email and click “Unified Login (SAML)”</p> <p>Next, log in using your Tufts username and password (same as SIS)</p> <p>Finally, click on “Main VH”. This is the ground floor. When you enter, click on the link in Daily Announcements to view the day’s events, announcements, and a link to this guide.</p>	
<p>Open Sococo</p>	<p>We recommend opening Sococo on Google Chrome or by downloading the desktop version onto your device.</p> <p>Click the hamburger menu in the top-left corner to open settings panel. Then click the “Download Desktop App” button.</p>	
<p>Create your Icon</p>	<p>Click on the Hamburger menu in the top-left corner.</p> <p>Click on “Edit Your Profile.”</p>	

Faculty/Staff & Students will follow the same naming convention:

Sococo Name = Official Tufts Roster Name
Sococo Initials = First, Middle (if applicable),
Last Initial

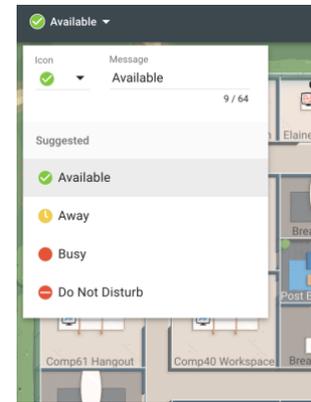
Color can be of your choosing.

**Please note that it is important to follow this naming convention so that people can easily find you via the Find feature.*



Set Availability Status

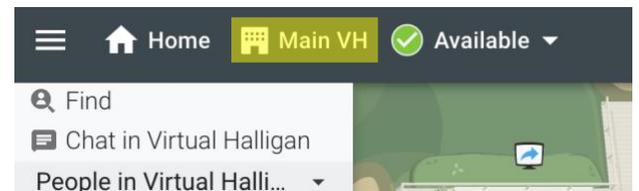
To set your status, click on the upper-left "Available" button. You can change your availability status and customize it to your needs.



Change Floors

Click on the floor button in the upper left corner.

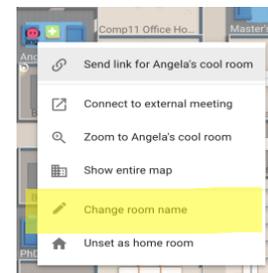
Main VH is the first floor. Subsequent floors can be accessed via the button.

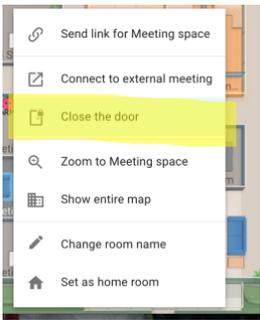
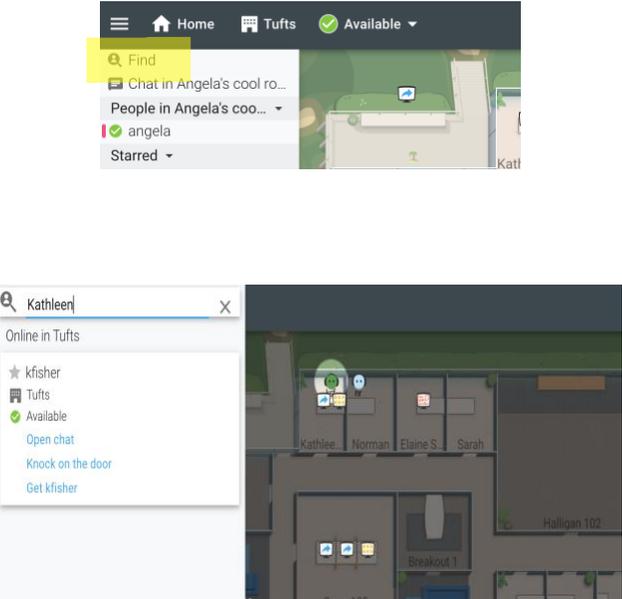
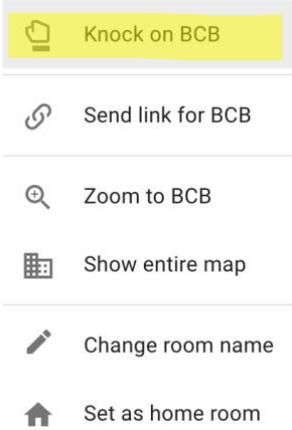


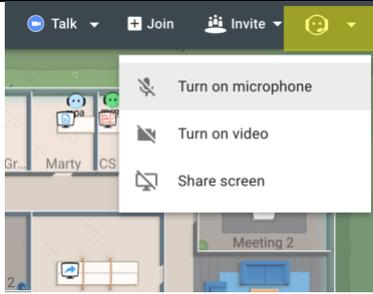
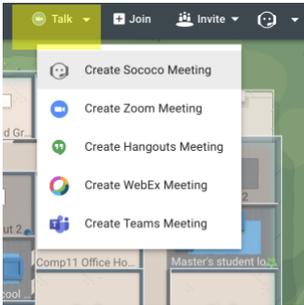
Create a Space

Faculty and staff have the option to change their office or teaching space name. Right-click on the room name to open a menu bar. If you decide to change the name, make sure the room's purpose is clear.

**Your faculty or staff offices should be named using your last name.*



<p>Close Door</p>	<p>Right click on the room name and click “Close the Door.”</p> <p>Selecting this function will lock your door and users must knock to enter the room. You will get a message that someone is knocking and you will be asked whether you want to allow them in.</p>	
<p>Find a Friend</p>	<p>To search for a specific user, click “Find” in the left-hand corner.</p> <p>Searching for someone’s name will locate and highlight their icon on the map. You can start a chat, knock on their door, or get them to come to your space. Clicking “Get X” will send them an invite to join you.</p>	
<p>Enter a Meeting Room or Office</p>	<p>To enter any room, click directly on room title.</p> <p>Enter a locked or occupied room: If a room is locked or a room is occupied, right click on the room title and click knock on “room name” to be let in.</p>	

<p>Create a Meeting</p>	<p>Create a Meeting within Sococo: Enter a room, then click on the upper right-hand corner button and turn on microphone and/or video. This will occur directly within the Sococo app.</p> <p>Create a Meeting with an External Provider: In the upper right-hand corner, click “Talk.” You will have the option to create a Sococo meeting (same as above) or create a meeting with Zoom.</p>	 
<p>Join a Meeting</p>	<p>If you are in a room with another user, simply turn on your microphone and video using Sococo to communicate within Sococo</p> <p>If you already have a Zoom Link, you can click on the “Join” Button which will allow you to paste a link. It will then directly take you to Zoom.</p>	
<p>Chat</p>	<p>Chat within your room: You can leave messages in your space using the chat function in the bottom right corner. You can leave links, messages, and other notifications in the chat box for that room.</p> <p>Chat with a friend: You can also chat with a friend by searching or finding their icon, right clicking, and clicking on chat.</p>	

More tips are available through Sococo's website at <https://support.sococo.com/hc/en-us/articles/360013167279-Sococo-Basics-Tutorial-and-FAQs>

We hope you find our new software useful and wish you the best for the Fall 2020 semester!