


University of Waterloo

Teaching & Learning Conference 2022

PheedLoop Scavenger Hunt

#UWTL2022

Completing the following tasks will help you feel confident navigating the PheedLoop platform and allow you to get the most out of your conference experience

- Sign-in to the PheedLoop System and navigate to the **Lobby** tab
 - Note the Lobby Chat on the right-hand side of your screen
 - Say hello!
 - There is a # Social Wall on the left-hand side – if you tweet using #UWTL22, your Tweets will appear here
- Using the panel on the left-hand side of your screen, find the **Account** tab – personalize your account!
 - Add a profile photo (square 250 x 250 PNG or JPEG)
 - Add your Organization and Title, and pronouns in the “Designations” field, and a short bio in the “About Me” field
 - You have the option to include links to your personal website, Twitter, or LinkedIn
 - Set your time zone and customize your notification settings
- Navigate to the **Sessions** tab
 - Browse the conference schedule, taking note of the different session types
 - In the schedule, find an example of a Panel, Presentation, Workshop, and Alternative Session
 - Look further into the schedule to find the Keynote Session, Igniting our Practice, and various break entertainment
 - Start building your personal conference schedule. Click the plus icon  to the left of the session title to add it to your personal schedule.
 - Once you have added sessions to your personal schedule, find your *Personal Schedule* under the *Filter* tab
- Locate the **Networking** tab – this is where you will be able to see and connect with your fellow conference attendees
 - Find the *People* tab – can you spot any of your colleagues? (Hint: everyone is listed in alphabetical order by first name)
 - Test the private chat feature by sending a chat message to one of your colleagues!
 - Using the top bar, under the University of Waterloo Teaching and Learning Conference banner, find the *Matches* tab
 - If you are interested in networking with other conference attendees, fill out the *Matchmaking Survey* with your interests. Check back in a few moments to see if there is anyone you want to connect with based on similar interests! You can connect with fellow attendees (through chat or video) at the optional networking times during the breaks or throughout the conference.

We will see you at 11:00 a.m. ET on Wednesday, April 27th for the Conference Opening!