A Quick Introduction to the IEEE XRP Robot Discord Server

Generally, discussions about the activities going on in the IEEE "XRP Robots for STEM Outreach Project" will be handled through the IEEE XRP Robot Discord Server to help minimize the time needed to coordinate all the information exchanges. This document provides a brief introduction to that server.

Joining the IEEE XRP Robot Discord Server

You can join the IEEE XRP Robot Discord Site by browsing to https://discord.com/invite/Wn4mDa8282. If you do not already have Discord installed on your computer, phone, or tablet, Discord will prompt you to do that. Discord will then give you a button to click to join the "IEEE XRP Robot Server." After that, Discord will begin the server's Onboarding process.

Onboarding for the IEEE XRP Robot Server

After a splash screen, you will be asked which Section Channels you want to take part in. There is a separate channel for each of the IEEE Region 3 Sections that have asked to take part in this outreach project. The channels are there so that each Section can use them as they wish to communicate about XRP Robot topics and discussions that are relevant to their Section. Use the dropdown arrow at the right side of the dropdown list, then select as many or as few Section Channels to take part in as you wish. In addition to the Sections that said they wanted to take part, there is an option for "My Section's not shown." When you are done with that step, click the Next button.

Since this is a publicly accessible Discord server, do not post any IEEE Proprietary or Confidential information on any of these channels. If you are not sure what constitutes IEEE Proprietary or Confidential information, please read the IEEE Guide to Information Classification and Disclosure. There will be a separate, private channel for requesting robots that can be used for doing things like providing the contact information for shipping someone robots. See the Coordinators for Section Requests for Robots part of this document for important information related to requesting robots.

Next, you will be asked which topic channels you want to take part in. There are channels for:
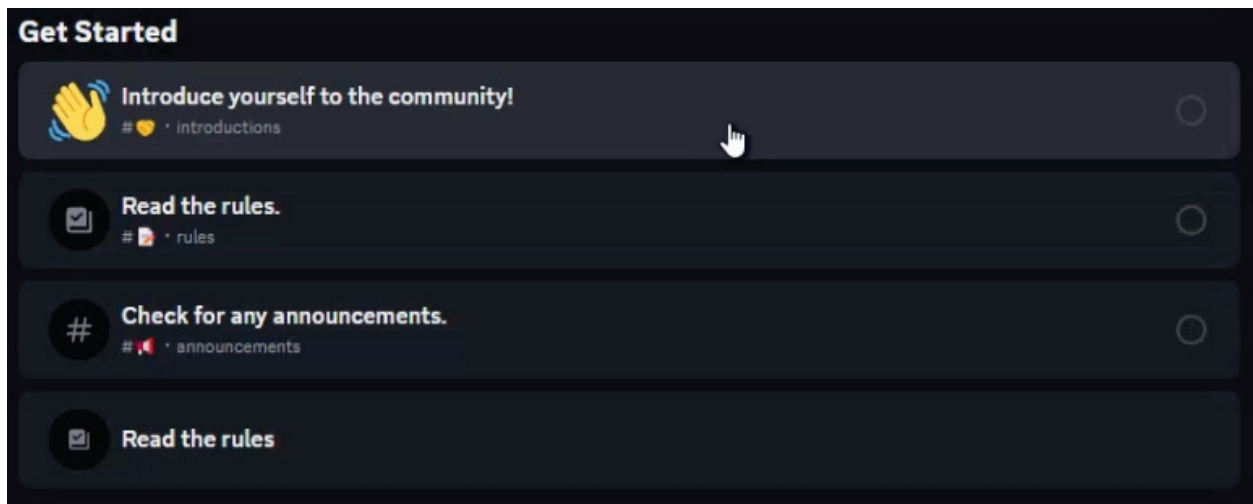
- Robot Hardware

- Robot Software
- Development Tools
- 3D Printed Parts
- Provided Accessories
- Lesson Plans
- IEEE XRP Website

As with the Section channels, these are provided so that those who are interested in these topics can have a place to communicate. Click as many or as few as you wish, then click "Finish." These channels may be accessible by non-IEEE members, so the same restrictions regarding IEEE Proprietary or Confidential information also apply here. If those who are taking part in a Section channel or a Topic channel have a need for a channel that is more private, please send me a message @AllenJones via Discord. If you are unable to do that, please send an email to xrp@ieee.org.
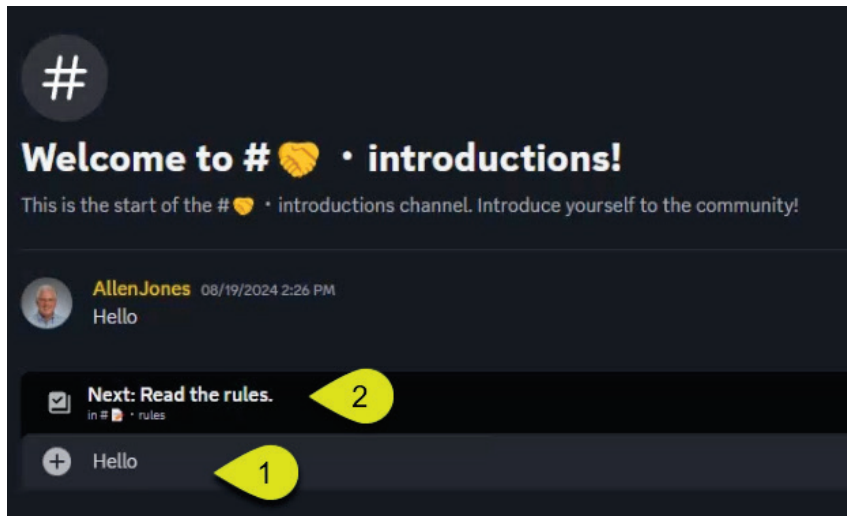
The "Getting Started" Part of the Onboarding Process

As part of the Onboarding Process, Discord requires new users to complete at least three steps, as defined by the Discord Administrator, plus the added step of reading the Discord Server's rules. We make reading the rules one of the three Administrator defined steps, so Discord will skip the step of asking the new user to read the rules a second time.
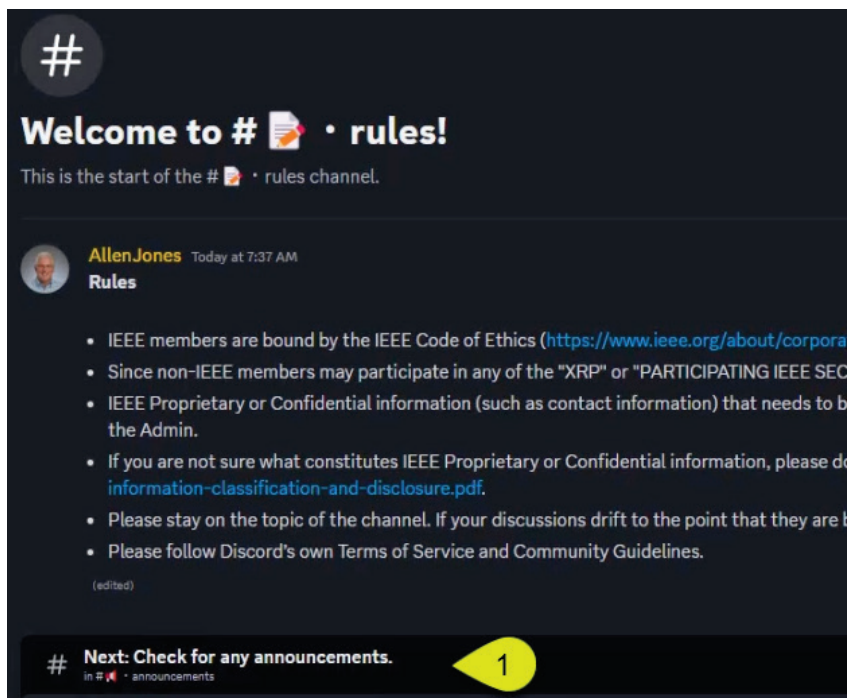
To walk through these steps, click on the "Introduce yourself to the community" step.
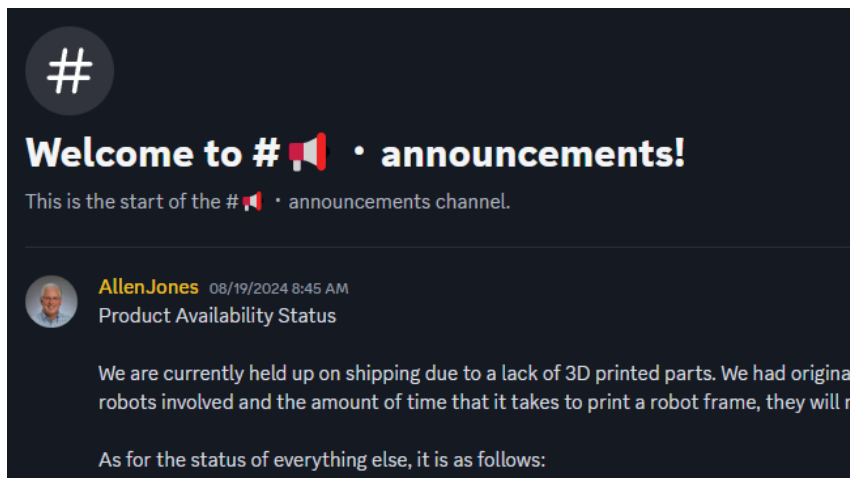
You can then optionally choose to enter in something introducing yourself to other members of the community. After that, click the line that says "Next: Read the rules."

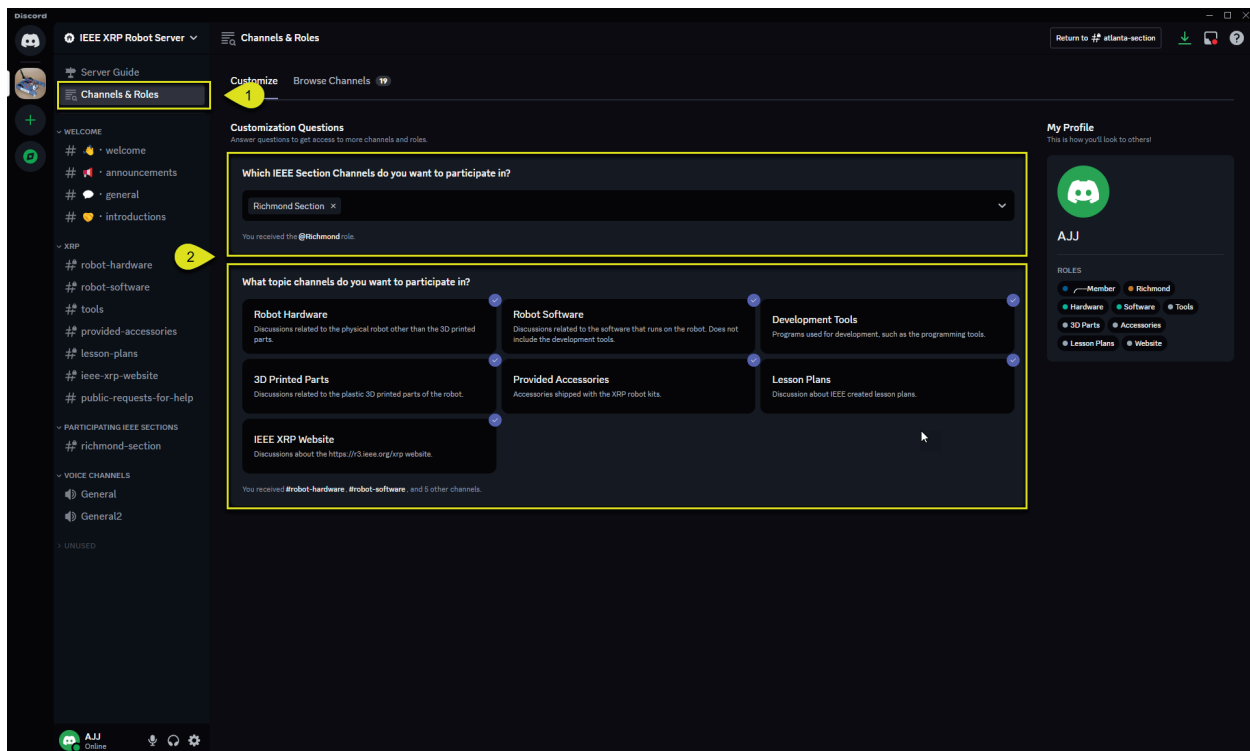After reviewing the server rules, click "Next: Check for any announcements."

The Announcements Channel is a read-only channel that will be used for passing on information that will be of interest to large groups of people, such as the availability of robots for shipment. **These announcements will be revised with the latest information available and will generally be the first place that you should check for information such as this.** Especially important announcements will be pinned so that they show up with the most recent postings on the channel.

In some cases, these announcements will serve as somewhat of an Executive Summary of a topic and will reference other channels that may have more details on the particular topic being mentioned. If you are not already participating in the channel that is referenced and want to dive into the details, just revise the list of channels that you are participating in using the steps outlined in the Revising Your Channel Choices portion of this document.

Revising Your Channel Choices

You can add or remove the channels that you want to take part in at any time after you have joined. Click on "Channels & Roles" in the left panel of Discord, then make any desired revisions to your Onboarding questions regarding the Section Channels and Topic Channels that you want to monitor.

Getting Notifications of New Information

By default, everyone is set up to only receive push notifications if they are @mentioned in a posting.

Coordinators for Section Requests for Robots

Each Section should have one or two people who coordinate requests to have robots shipped to their Section. Since the total number of robots that are available is limited and many Sections are requesting robots, each Section will probably be limited to 10-15 robots max. (The exact number is still being determined.) If a Section's coordinator asks that this maximum number of robots be shipped to one teacher at one school, for example, that means that no one else in the Section will be able to get any robots. Whoever the Section chooses to be the person or people to make that decision will be what I go by when shipping robots, so please pick someone who is able to speak on behalf of your Section.

Moderators and Administrators

Currently, I am the only Administrator for the Discord Server. We should have more than one Administrator, so if there is someone who has Discord Server Administrator experience who would like to volunteer to be a Co-administrator, please let me know.

We currently do not have any moderators for the channels. The moderators can do things like pin or delete messages. They can also "timeout," "kick," or "ban" members from the server. If anyone wants to volunteer to be a moderator for a certain channel, please let me know.