

Collaborative notes

📌 Objectives

- Be able to provide a highly interactive online workshop environment with collaborative documents

Instructor note

- Teaching: 10 min
- Exercise: 15 min
- Questions & Answers: 5 min

Introduction

The Collaborative document is how you interact with the participants. The participants can ask questions and give feedback through the collaborative document. During a CodeRefinery session there can be a large a volume of questions. A dedicated person, a Collaborative document-manager, is needed to answer and edit the collaborative document. Let us see how the collaborative document is used, then discuss the role of the editor or collaborative document-manager.

Collaborative document mechanics and controls

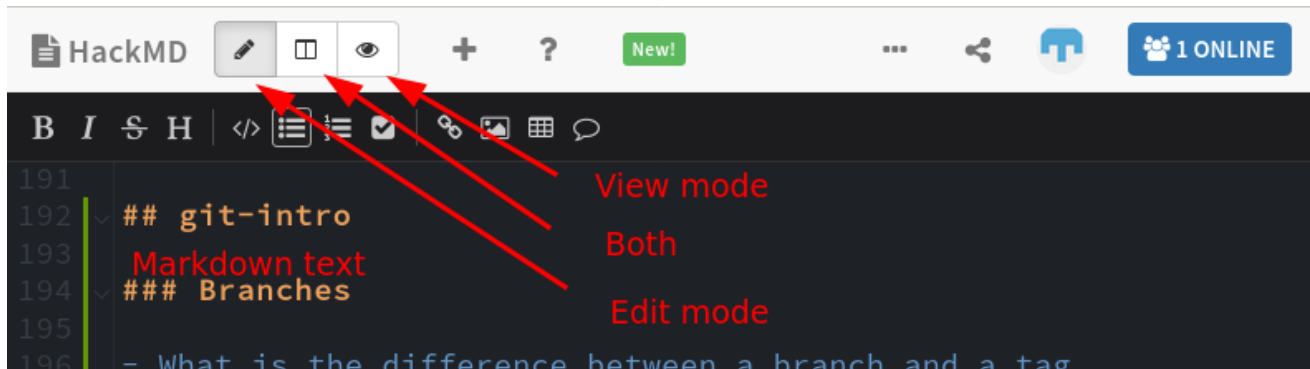
Technologies that can be used as a collaborative document are [Hackmd](#), [HedgeDoc](#), or [Google Docs](#)

[Hackmd](#) or [HedgeDoc](#) are real-time text editor online. We use it to:

- As a threaded chat, to **answer questions and provide other information** without interrupting the main flow of the room.
- provide everyone with a **more equal opportunity to ask questions**.
- **create notes** which will be archived, for your later reference.

You do not need to login/create an account to be able to edit the document.

Basic controls

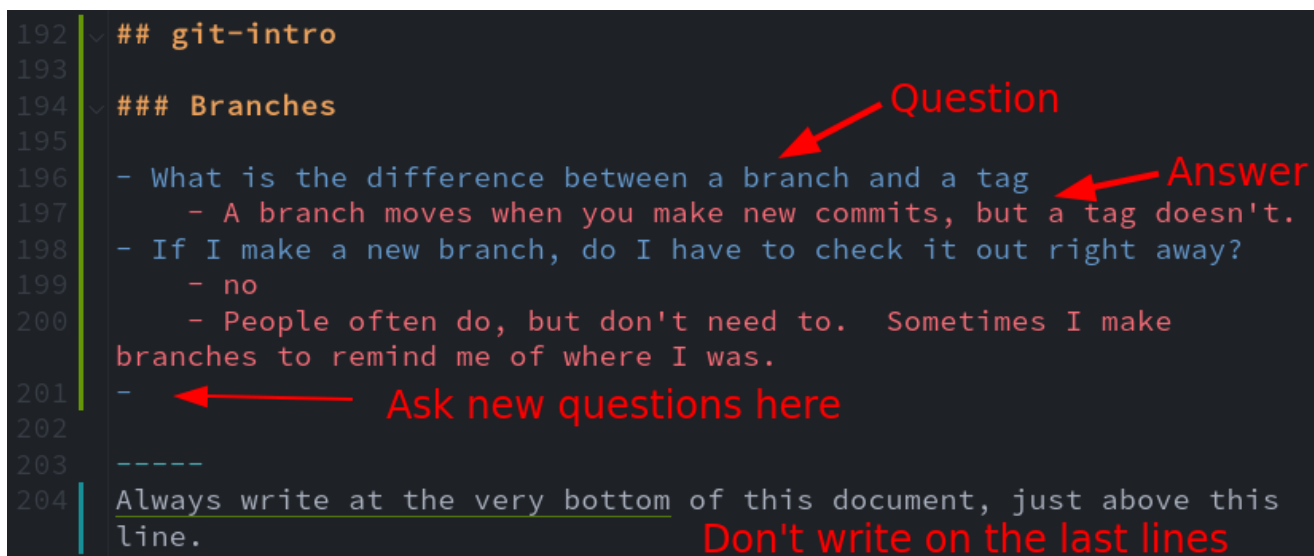


This may look slightly different on mobile devices and small windows.

- At the top (left or right), you can switch between **view**, **edit**, and **split view and edit** modes.
- You write in **markdown** here. Don't worry about the syntax, just see what others do and try to be like that! Someone will come and fix any problems there may be.
- Please go back to view mode if you think you won't edit for a while - it will still live update.

Asking questions

Always ask questions and add new sections at the very bottom. You can also answer and comment on older questions, too.



Questions and answers in bullet points

Since we plan to publish the questions and answers later as part of the workshop page, we recommend to not use any names. You can indicate your own name to make it easier to discuss more during the workshop but then always use this form: `[name=Myname]`. This makes it easier for us to automatically remove all names before publishing the notes.

Other hints:

- Use `+1` to agree with a statement or question (we are more likely to comment on it).
- Please leave some blank lines at the bottom

- NOTE: Please don't "select all", it highlights for everyone and adds a risk of losing data (there are periodic backups, but not instant).
- It can be quite demanding to follow the collaborative document closely. Keep an eye on it, but consider how distracted you may get from the course. For things beyond the scope of the course, we may come back and answer later.

Don't get overwhelmed

There can be a flood of information on the collaborative document. Scan for what is important, then if you would like come back later. But it is important to keep checking it.

Privacy

- Assume the collaborative document is **public and published: you never need to put your name there.**
- The collaborative document will be **published on the website afterwards.** We will remove all non-instructors names, but it's easier if you don't add it there in the first place.
- Please keep the link private during the workshop, since security is "editable by those who have the link".
- You can use `[name=YOURNAME]`, to name yourself. We will remove all names (but not the comments) before archiving the notes (use this format to make it easy for us).

Exercise

Discuss how to collaborate and handle questions (15 min)

Write down your conclusions in the shared document. Items to discuss are:

- What is your experience with questions and discussions while teaching?
- How do you deal with them?
- What kind of technologies do you prefer: chat, shared document, or voices and discussion raised during instruction? And why?

Collaborative Document Manager

We have one person who is a "Collaborative Document helper". This isn't the only person that should edit and answer, but one person shouldn't have too much else on their mind so can focus on it. They also make sure that the collaborative document is updated with exercise, break, and other meta-information to keep people on track.

Below, (*) = important.

Before the workshop

- Create a new collaborative document for the workshop
- make sure that **editing is enabled for anyone without login**
- Add workshop information, links to the workshop page and material and an example question and answer to the top of the collaborative document(see below)

Most things to edit (everyone)

Make it easy to post after the course and consistent to follow:

- Tag all names with `[name=XXX]` (so they can be removed later), remove other personal data or make it obvious.
- Add in information on exercises (new section for them, link, end time, what to accomplish)
- Make a logical section structure (`#` for title, `##` for sections, `###` for episodes, etc. - or what makes sense)

General Collaborative Document practices

Keep it formatted well:

- (*) Tag names you see with `[name=XXX]` so that we can remove it later.
- Heading level `#` is only the page title
- Add a new `##` heading when a new *lesson* or similar thing is started (introduction, icebreaker, break between lessons, etc)
- Add a new `###` heading when a new *episode, exercise, break* (within exercise session)
- Ensure people are asking questions at the bottom, direct them there if they aren't.
- (*) Ensure each question is a bullet point. Each answer or follow-up should be a bullet point below.
 - Should you use more deeply nested bullet points, or have only one level below the initial question? It depends on the context, but if a conversation goes on too long, try not to let it go too deep.

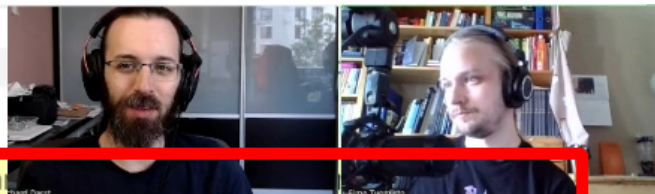
Update with meta-talk, so that learners can follow along easily:

- Add Icebreaker and introductory material of the day. Try to talk to people as they joined to get them to open the collaborative document and answer.
- Anything important for following along should not be only said via voice. It needs to be in the collaborative document, too.
- New lessons or episodes, with links to them.
- For exercises, link to exercise and add the duration, end time, goals. If these are unclear, bring it up to the instructor by voice.
- Add a status display about breaks.

Screenshare it when necessary:

still running (~5 mins already)

Then it gave `[Asrun: Job 136665691 step`
`retrying` . It is still running



- Running without srun in front of my com even when not accounting for the wait time. Why is this?

Questions

- It runs in the node where you are, i.e. the login node (no need to connect to another node etc). Which is ok for something short but if everyone did that the login node would be unusable
- But why is the login node so much faster than the compute node? I just ran a little particle simulation that takes 1 minute without srun, but if I add srun I can see that it runs much slower.
 - Because you have no limits on RAM or CPUs when running things on login node.
- **Answers and discussion**
- (Helsinki) Could you also update the srun instruction for turso? It does not work. I also tried `interactive gpu 1 1` and then the srun command. It keeps running forever.
- (Helsinki) I ran `/usr/bin/srun --mem=50M python hpc-examples/slurm/memory-hog.py 1000M` but it worked, no errors. Why is that?
- It also worked fine on kale with 5000M setting
- It says first trying to hog 5000000000 bytes of memory then it works
 - Job most likely finished before memory killer was engaged. Like said, there's some leeway given to the memory limits. Try higher amount of memory for the memory-hog.
 - Actually, there seems to be a configuration error in slurm in turso. We have to fix that ASAP... Currently our slurm seems to NOT kill the out-of-memory jobs!
 - could it be polling every 60 seconds before killing (like Triton used to before we switched to cgroups?)
 - I opened a Jira bug for the issue for our team.

A live demo of a Collaborative Document during a Q&A time. The two instructors are discussing some of the important answers. Multiple learners have asked questions, multiple answers, and some remaining to be answered

- During breaks and other times, share the collaborative document (including the notification about break, and when it ends).
- It is nice if the arrangement allows some of the latest questions to be seen, so people are reminded to ask there.
- Someone else may do this, but should make sure it happens.

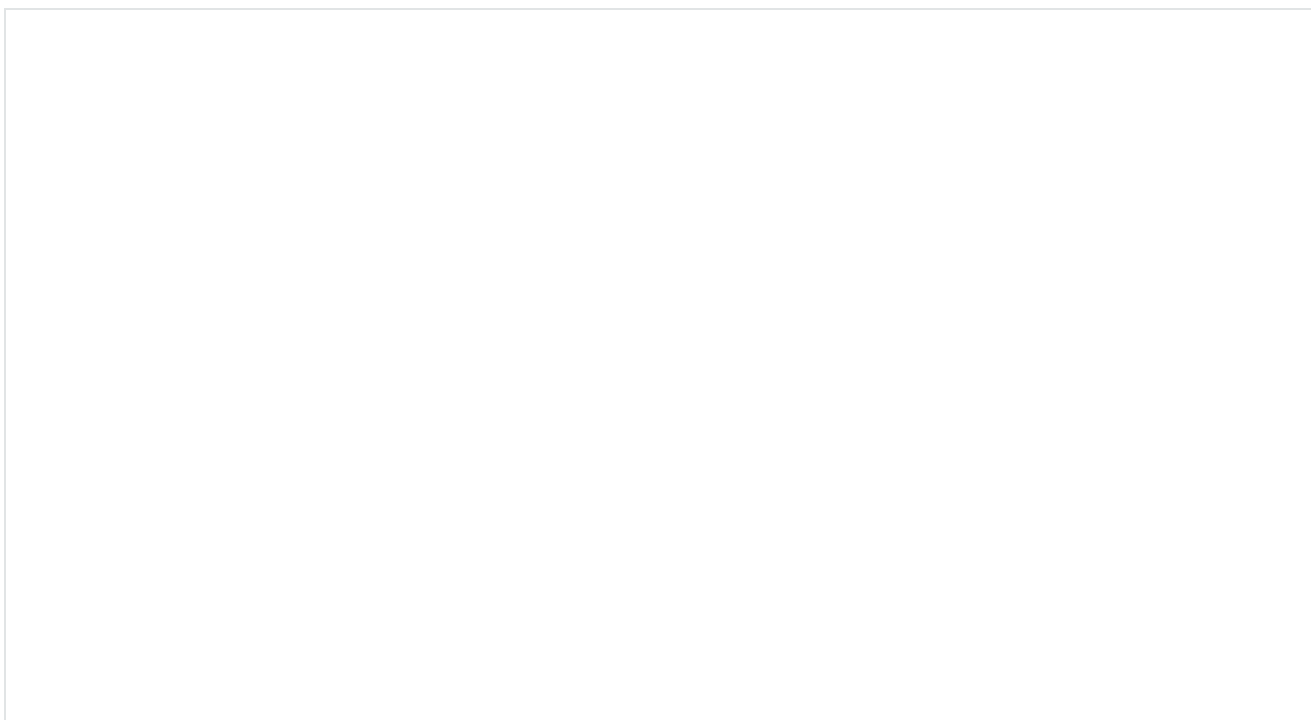
Answer questions

- If there is an question that should be answered by the instructor by voice, bring it up (by voice) to the instructor immediately.
- How soon do you answer questions? Two points of view:
 - Answer questions right away: can be really intense to follow.
 - Wait some so that we don't overload learners: reduces the info flow. But then do people need to check back more often.
 - You need to find your own balance. Maybe a quick answer right away, and more detailed later. Or delay answers during the most important parts of the lecture.
- Avoid wall-of-text answers. If reading an answer takes too long, it puts the person (and other people who even try to read it) behind even more by taking up valuable mental energy. If an answer needs a wall of text, consider these alternatives:
 - Progressive bullet points getting more detailed (first ones useful alone for basic cases)
 - Don't be worried to say "don't worry about this now, let's talk later."
 - Figure out the root problem instead of answering every possible interpretation
 - Declare it advanced and that you will come back later.

Ensure it can be posted quickly:

- The collaborative document gets posted to the workshop webpage. For this, it needs some minimal amount of formatting (it doesn't need to be perfect, just not horrible).
- All names and private information needs to be stripped. This is why you should rigorously tag all names with `[name=XXX]` so they can be removed (see above).
 - Learner names can be completely removed. CR staff names can be `[name=CR]` or something similar.
 - There may be other private URLs at the top or bottom.
- If possible, send the PR adding the collaborative document to the workshop webpage (though others can do this, too).

Collaborative document format example



```
# Workshop, day 1

## Lesson name
https://coderefinery.github.io/lesson/

### Episode name
https://coderefinery.github.io/01-episode/

- This is a question
  - Answer
  - More detailed answer
- question
  - answer

### Exercises:
https://link-to-exercise/.../.../#section
20 minutes, until xx:45
Try to accomplish all of points 1-3. Parts 4-5 are optional.

Breakout room status:
- room 2, need help with Linux permissions
- room 5, done

### Break
:::danger
We are on a 10 minute break until xx:10
:::

## Lesson 2
https://coderefinery.github.io/lesson-2/
```

Posting the collaborative document to the website

The collaborative document should be posted sooner rather than later, and hopefully the steps above will make it easy to do so quickly. You could wait a few hours, to allow any remaining questions to be asked and answered.

- Download as markdown
- Remove any private links at the top
- Adjust headings so that they are reasonable
- Look for private info and remove it
 - Search document for `[name=???`] (change to `[name=staff]` or `[name=learner]`)
 - Any names not tagged with `[name=]`
 - usernames in URLs
 - private links

Feedback template

```
## Feedback, day N

:::info
### News for day N+1
- .
- .
:::

### Today was (multi-answer):
- too fast:
- just right:
- too slow:
- too easy:
- right level:
- too advanced:
- I would recommend this course to others:
- Exercises were good:
- I would recommend today to others:
- I wouldn't recommend today:

### One good thing about today:
- ...
- ...

### One thing to be improved for next time:
- ...
- ...

### Any other comments:
- ...
- ...
```

📌 Keypoints

- Having a collaborative document improves communication and interaction.
- Answering questions requires a dedicated person - A Collaborative Document Manager.
- The collaborative document should be posted on the web site as soon as possible.