

Using bubbl.us to Create Collaborative Concept Maps

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To create collaborative concept maps using bubbl.us you will need to do three things. The steps to accomplish these tasks are outlined below:

- Create an account on bubbl.us
- Create a concept map sheet
- Share the concept map sheet with others

Create an Account on bubbl.us

1. Open the following website in a browser such as Internet Explorer or Firefox: <http://www.bubbl.us>
2. Click the **Start Brainstorming** button on the main page.
3. Click the **Create Account** link in the upper right corner of the page.
4. Select a username and password. Please use your ASU e-mail address and your full first and last name when you create the account. Click **Submit** when you are done.
5. If you are a member of a group collaborating on a bubbl sheet, e-mail your username, full name, and ASU e-mail address to your group leader so they can share sheets with you.

Create a New Concept Map Sheet

1. Click anywhere on the blank sheet to create a new bubble then type in the text for the item.
2. Enter a name for the sheet in the Editing area on the right side of the page. Click **Save** to save the sheet.
3. To add or edit bubbles on the page:
 - To enter multiple lines of information in the same bubble, press Shift-Enter on your keyboard.
 - To add a "child" press the Enter key on your keyboard.
 - To add a "sibling" press the Tab key on your keyboard.
 - To delete a bubble, click the X icon in the upper right corner of the bubble.
4. Click the **Save** button to save your changes as you add or modify bubbles!

Create a Concept Map Sheet Using a Template

If your instructor has provided a template for your concept map, create the concept map by importing the template using the instructions below.

1. Download the attached template file you will use for your concept map.
2. On the main page of bubbl.us, click the **Menu** link that appears in the lower right corner.
3. From the menu, select **Import**.
4. On the list of import options on the right side of the page, select the option to "Replace current sheet."
5. Click **Browse** to browse to the XML template file you downloaded to your computer. Select the file and click **Open**. The template file will be imported into your bubbl.us sheet.
6. Save the template file with the appropriate sheet name for your group.

Share the Concept Map Sheet with your Group Members and your Instructor

1. On the main page of bubbl.us, click the **Friends** tab.
2. To find each of your group members, use the "Find friend" box to locate each of them using their name or e-mail address. Repeat this step for each person in your group.
3. Add your instructor as a friend to your sheet.
4. Click the **My Sheets** tab to return to the list of sheets.
5. Double click the sheet that you want to share with your group members.
6. Click the **Sharing** link above the list of sheets.
7. Next to the name of each person in your group, click the pencil icon. This will give them full edit access. Make sure you give your instructor full edit access as well.
8. Click **Submit**.

Now the rest of your group members should be able to open bubbl.us, log on, and open the shared sheet.

Access a sheet someone has shared with you

1. Click the **Collaborate** tab at the top of the page.
2. Double-click your group's sheet to open it in the main window.

Only one person can edit a sheet at a time, so close the sheet when you are not making changes. Remember to save your changes as you are working!