

Communities User Guide

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Communities User Guide

The Communities platform is a place to share information, discuss topics, and hold trainings in the Instructional Support system. The goal of Communities is to allow for easier communication among district staff, teachers, administrators, and even outside partners.

Roles

Roles in the Communities platform are first determined by a user's role in the ISS. The three roles are: facilitator, co-facilitator, and learner. A district or school administrator has permission to be any of the three roles. A teacher has permission to be a co-facilitator (when assigned) and learner. Teachers cannot create a Community.

Access

To access the Community platform, click on the tab titled Communities.



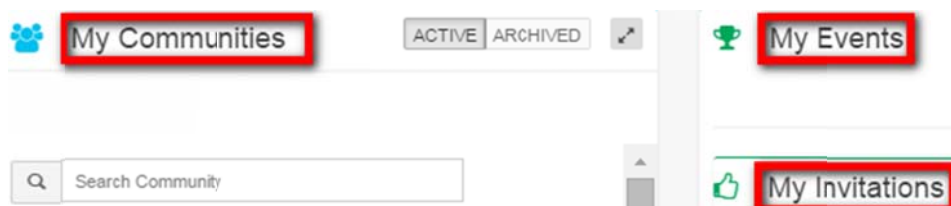
The landing page for Communities has links to: Home, My Communities, Analytics, Resources, Disclaimer, and My Profile. Below the black bar is the Leader Board for all Communities in Rhode Island.



- Home – brings you to the main Communities page
- My Communities – provides access to your current or invited Communities
- Analytics – displays analytics for the Communities platform
- Resources – link to the Communities Resource Library, a publically accessible library for all ISS users
- Disclaimer – a document outlining the purpose, liability for use, and responsibilities of users
- My Profile – allows the user to set their preferred email address and edit notification settings



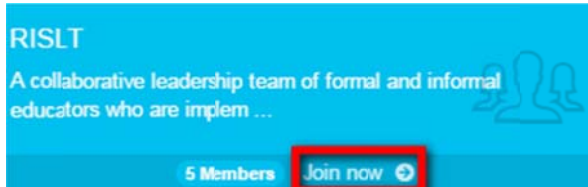
The landing page for My Communities includes Communities a user has joined, invitations to new Communities, and open Communities. Any events, such as trainings or collaborations, appear in the My Events section. Invitations to private Communities appear in the My Invitation section of the landing page.




Each Community appears as a blue box on the left hand side of the page. Click anywhere in the blue box to enter a Community:



If entering for the first time, click on Join now on the bottom of the box:



Adding a New Community

A user can add a new Community if they have the ISS_SchoolAdmin or the ISS_DistrictAdmin role for their district. Add a new Community by clicking on the + New Community button: 

A pop-up window will appear:

A pop-up window titled "New Community Group" with a green header bar. The form is divided into two columns. The left column has a "Title" section with a text input field containing "Community Title..." and a "Description" section with a larger text area containing "Description...". The right column has a section titled "Is this a Private Community?" with a subtext "Private Community s secured and can be accessible only by the invited members." and two radio buttons labeled "Yes" and "No", with "No" selected. At the bottom right of the form are "CANCEL" and "SAVE" buttons.

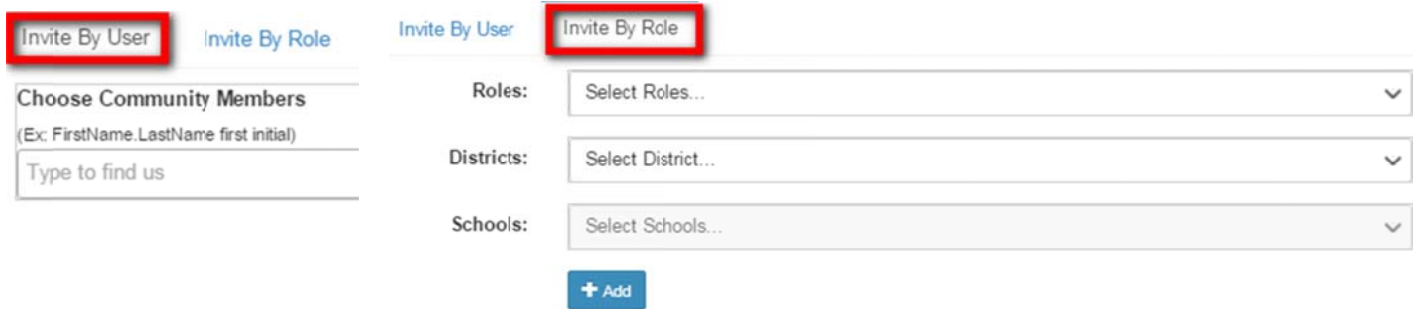
Enter the Title and Description:

A form with two sections. The first section is titled "Title" and contains a text input field with the placeholder text "Community Title...". The second section is titled "Description" and contains a larger text area with the placeholder text "Description...".

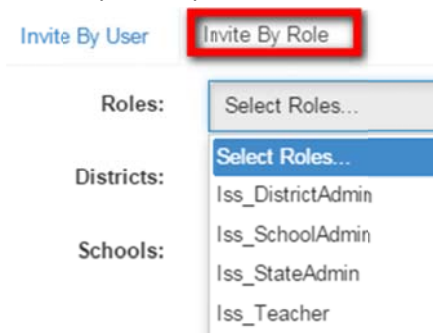
Choose if the Community will be private or open using the radio buttons:

A form with a section titled "Is this a Private Community?". Below the title is the text "Private Community is secured and can be accessible only by the invited members." and two radio buttons labeled "Yes" and "No", with "No" selected.

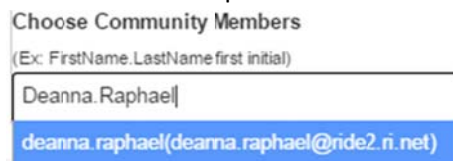
Only invited users can see and access private communities. If private community is chosen, members can be invited by name or role. Click on either tab for Invite By User or Invite By Role:



Invite By Role options are: teacher, school administrator, or district administrator:



Invite By User is done by entering the first name, a period (or dot), and last name. For instance, a search for a user named Deanna Raphael would be entered as "Deanna.Raphael":





Multiple names can be searched and selected prior to saving. If a user is mistakenly added, click the "x" to delete that user. Once the title, description, and users have been added (if applicable), click the SAVE button **SAVE** in the lower right hand corner. Click the CANCEL button **CANCEL** to discard the group.

Community Home Page

The main Community page is composed of several widgets to foster communication and share information:


1. *What's New*: This section is a live feed of all added events, training, announcements, and discussions. Members can post in this section to keep the group up-to-date about the Community by clicking + POST **POST**.
2. *Calendar Events*: Announcements and trainings are added to this calendar. Users can export the calendar by clicking on the Export button **Export** at the bottom of the widget.
3. *Announcements*: The Community facilitator and co-facilitator can post announcements or add events to the calendar by clicking on the + New Announcement button **+ New Announcement**. A window will pop up with space for a title and description. Add the event to the calendar by clicking on the Yes radio button and entering the Start Date and End Date.
4. *Trainings/Meeting Place*: A *Training/Meeting Places* is a way to organize documents, discussions, web links, and polls around a particular topic, meeting, or training. Click on the blue link to enter the *Training/Meeting Place*. Facilitators and co-facilitators are the only users able to create a *Training/Meeting Place*. Further information about *Training/Meeting Places* can be found below.

5. *Resources*: Any materials that would be made available to the entire Community can be posted here. Resources can be added by clicking on the + Add Resource button . A pop up window will appear. Choose a resource type, add a title, and brief description. Tags are added to the resource on the left hand side. The Community tag is already added. Standards tags are the Danielson Components. Resource Type can be selected from the list or added by clicking on the Add New Tag link .
6. *Members*: This is a list of all Community members. Facilitators have green icons, co-facilitators have blue icons, and learners have orange icons. Facilitators can choose co-facilitators from this list. Click on the name of the member. A pop-up window will appear. Choose the yes radio button for the question: **Assign Co-facilitator role to this member (name)?**


Training/Meeting Place

The *Training/Meeting Place* section of the Community page is a multi-use widget. Broadly, a *Training/Meeting Place* serves as a single space to collect documents, share weblinks, distribute polls, and/or have discussions on a particular topic or meeting time.

Creating a Training/Meeting Place

A user can start a new *Training/Meeting Place* by clicking on the blue + New Event button . A pop up window with multiple tabs will appear. The first tab is for general information, scheduling, and private vs. public options. A private training includes only certain members of the Community. If you would like all members of the Community to have access to the event, select the “no” radio button. The second tab is to add documents, videos, or other files to the event. The third tab is to add web links to the event. The last tab is to create a poll for the *Training/Meeting Place*. The only required information is a title and start/end dates. When all desired information is included, click the blue Save button in the lower right hand corner.




Facilitating a Training/Meeting Place



Once a *Training/Meeting Place* is created, a facilitator can monitor use and interact with users. Click on the blue title to enter a *Training/Meeting Place*. The top of the page shows the average rating and number of users in these categories: not started, in progress, completed, and registered. A facilitator can create a badge for the *Training/Meeting Place* by clicking on the + Add/Edit Badge button . From that window, a facilitator can choose the shape, title, and description of the badge. Click the save button to save the badge.

Below the user statistics, the Event Materials, weblinks, discussions, and polls are all active links. A facilitator can delete or add materials and weblinks as necessary. The facilitator can also monitor poll results and moderate the discussions.

At the bottom of the page is a list of members who have actively participated in the *Training/Meeting Place*. Their rating of the *Training/Meeting Space*, if submitted, is next to their name along with any attachments.

Participating in a Training/Meeting Place

To join an open *Training/Meeting Place*, click on the Join Now button . Once you have joined, click on the blue title of the *Training/Meeting Place* to enter. Click on any Event Material link to download a file to your desktop. Click on any weblink to open a new tab to display the website. Click on a poll to answer questions asked by the facilitator or co-facilitator. Click on the reply link  or +Post button  to participate in discussions with other members of the group.

In the space at the bottom of the page, a user can make comments in the My Comments box, rate the *Training/Meeting Place* and add attachments as necessary. Click on the Save button  to send comments and attachments to the facilitator. When you have completed his or her time in the *Training/Meeting Place*, click on the Event Complete button . This will save the rating and report the event as complete to the facilitator.