



CCSSO Collaborative Communities User Documentation

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I. Introduction

The CCSSO Collaborative Communities provides a password-protected online platform for education professionals to collaborate across the globe. The CCSSO Communities site hosts multiple groups or communities. Individuals are granted an account and Community access based on requests by Community Facilitators. Community members may be part of several online communities.

Each community has several primary tools at its disposal such as a Message Board, Document Library, Calendar, bookmarks and a directory of community members.

Objectives:

- The Communities site is designed to be a platform that enables members to work as a virtual team to achieve project outcomes.
- It is a forum for discussions and activities related to work, research, and feedback on drafts and products.

The Communities should be used for:

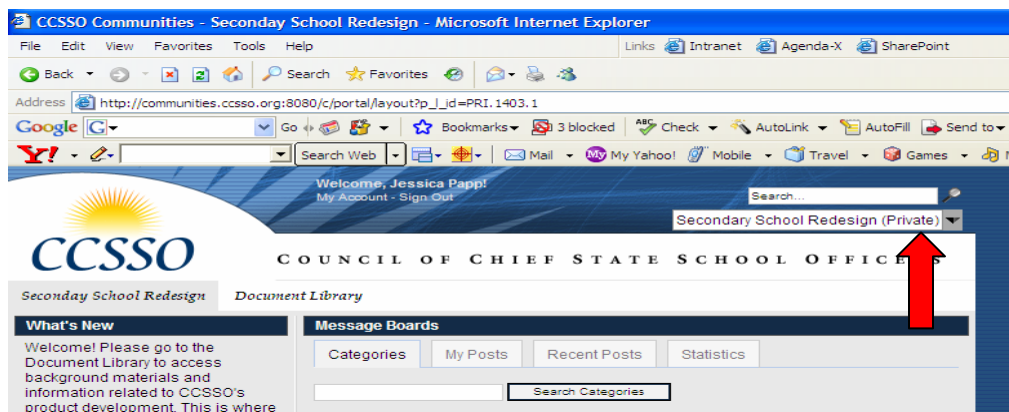
- Shared access to documents, draft tools, and meeting results.
- Communication regarding the development of documents and tools as well as discussions relating to the goals/outcomes of the projector product.

Login Instructions and First Steps:

Step 1: Go to <http://communities.ccsso.org>

Step 2: Login (email address) and Password (if this is your first log in, you will use the password provided to you in the account confirmation e-mail, and will be prompted to change your password) If you've forgotten your password, please click on the "Forgot Password?" link beneath the login area and a new one will be emailed to you which can be reset afterwards.

Step 3: You will see the home page for the community of which you are a member. If you belong to more than one community you can access other communities by selecting a community name from the drop down box in the upper right corner of your screen (indicated by the red arrow in picture below). Simply click on the small, black arrow, and highlight the community you want.

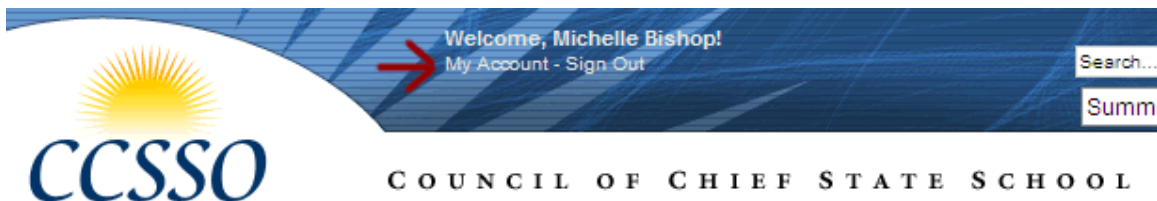


II. Edit Your Profile & Upload a Photo

It is a great idea to include a photo of yourself in your profile. Follow these simple instructions to add personalization to all your community posts.

Click on My Account

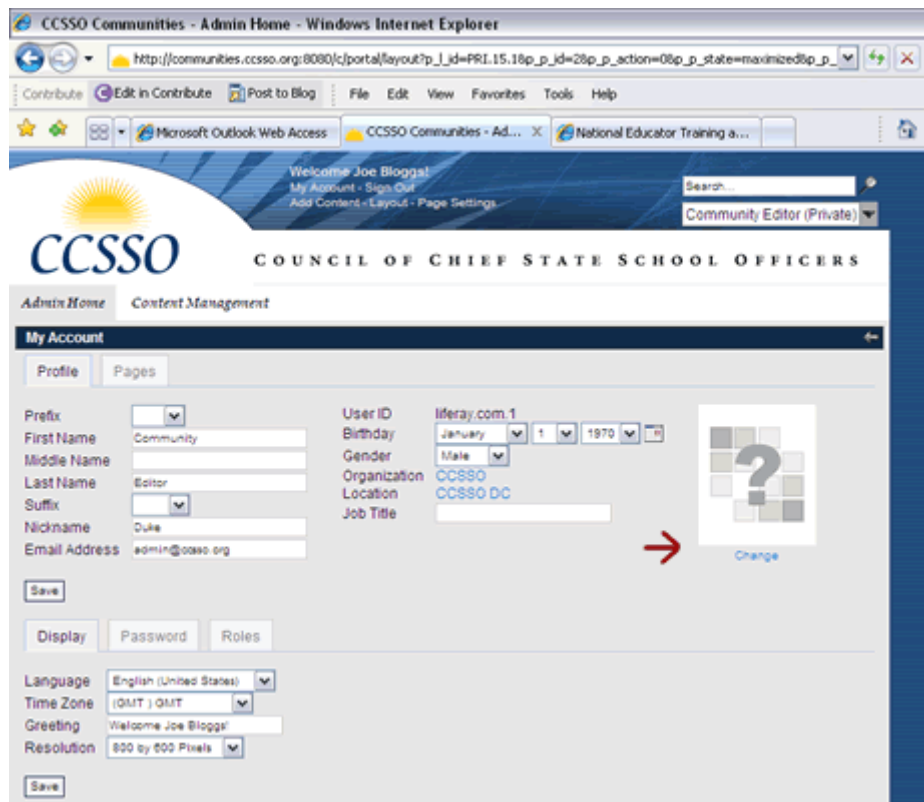
Once you are logged in, click on “My Account,” which can be found under your name at the top of the screen.



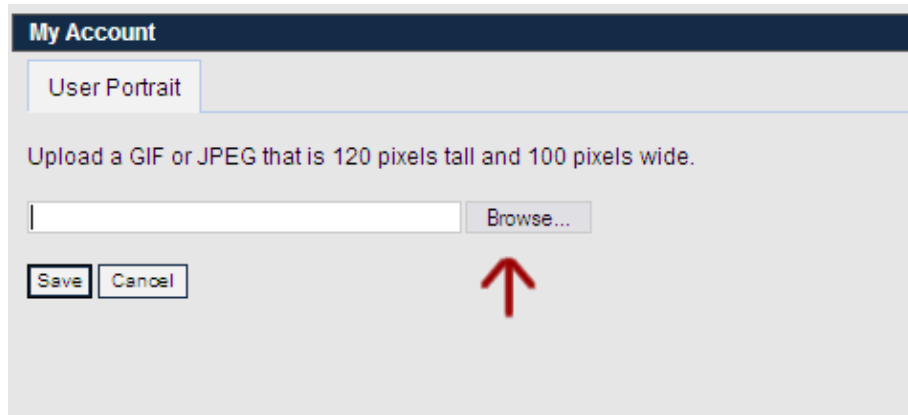
The “My Account” page allows you to update your name, email address, time zone or password. Change any information as necessary and click on the first save button.

Change or Upload Your Photo

Step 1: On the far right side of your “My Account” page you will see a ? on a square. This is where your photo will go. Click on “Change” under the square.



Step 2: On the screen that appears, upload your photo by clicking of Browse and selecting an image from your system. Your photo must be a GIF or JPEG that is 120 pixels tall and 100 pixels wide.



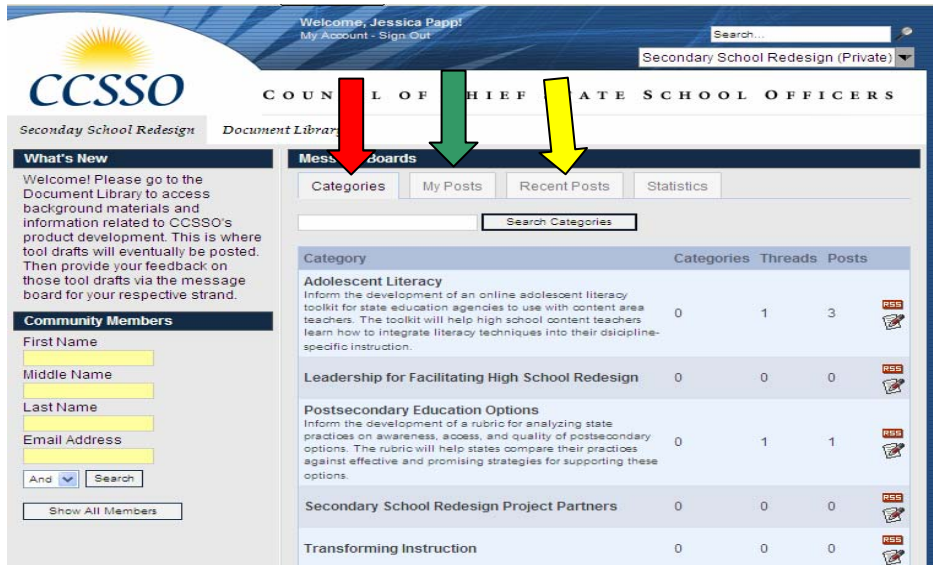
Step 3: Click “Save” and you are done. Your photo will now appear both on your “My Account” page and whenever you post a message to the message boards.

III. Message Boards

A **message board** is the place where discussions can take place within the community.

In the sample community pictured below, you will see displayed the various categories that have been created for discussion. In this sample, there is one category for each of the strands in the Secondary School Redesign project. Each category has its own set of threaded discussions. The numbers on the right show how many posts have been made to these threaded discussions. In order to view and join the dialogue, you can select a category and read the posts of others as well as your own posts.

While, in most cases, only community facilitators can add new categories, all community members can add new threads and posts.

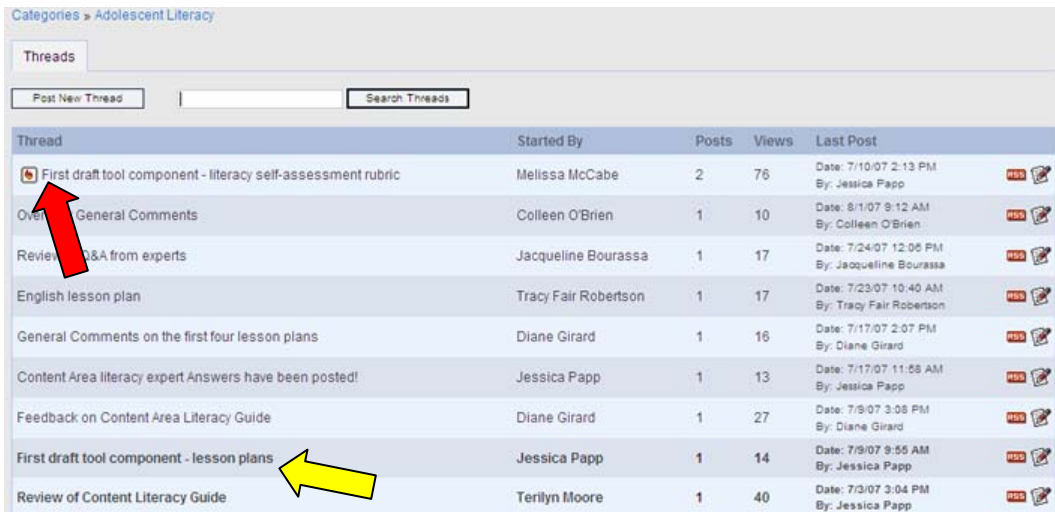


TIP: To view only the things you have posted, you can click on “my posts” and only your posts and replies will display. See green arrow above.

TIP: The “Recent Posts” tab at the top of the message boards is an easy way to streamline your use of the threaded discussions. As these discussion take place several posts will be displayed, if you click on the “recent posts” tab, your screen will list all of the posts chronologically with the most recent posts at the top of the list. See yellow arrow above.

How to Post a Message

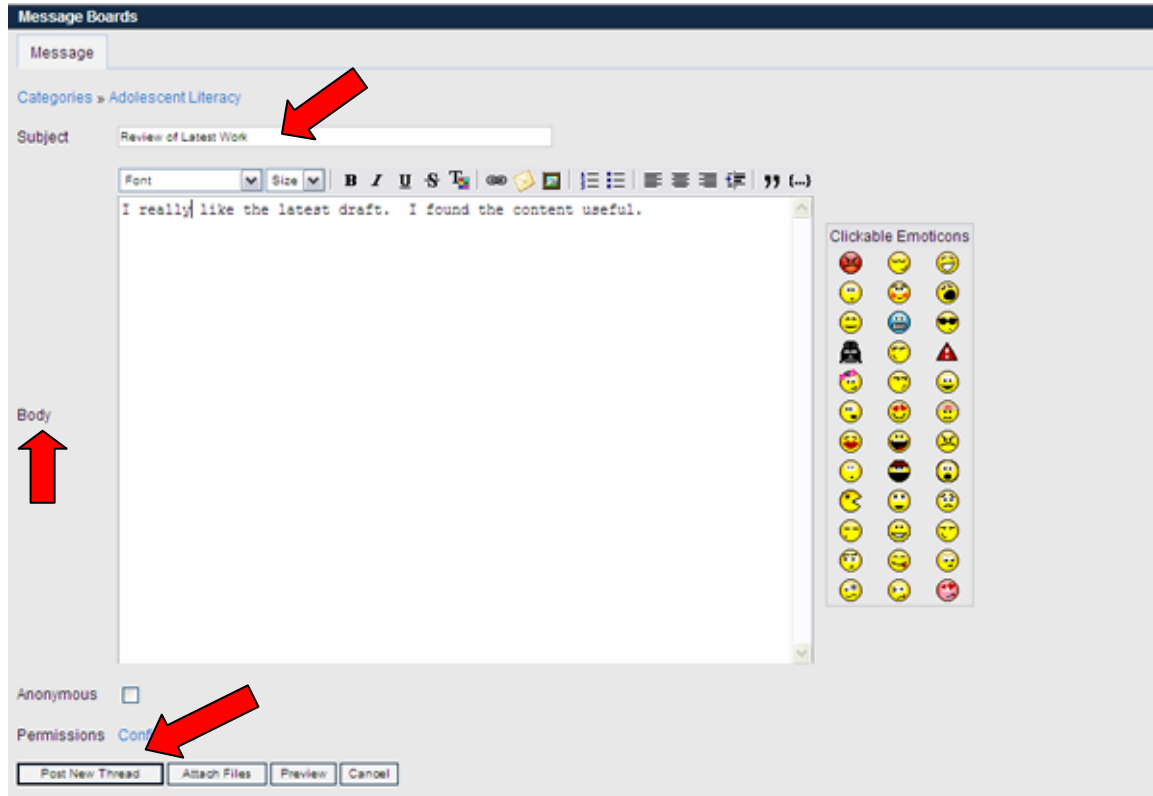
Step 1: Select a category by clicking on it with your mouse. In the example below we have selected the topic of Adolescent Literacy. This category has multiple threads. The first one (red arrow) is marked as urgent and several are bold (yellow arrow). Bold denotes threads that you have not yet read.



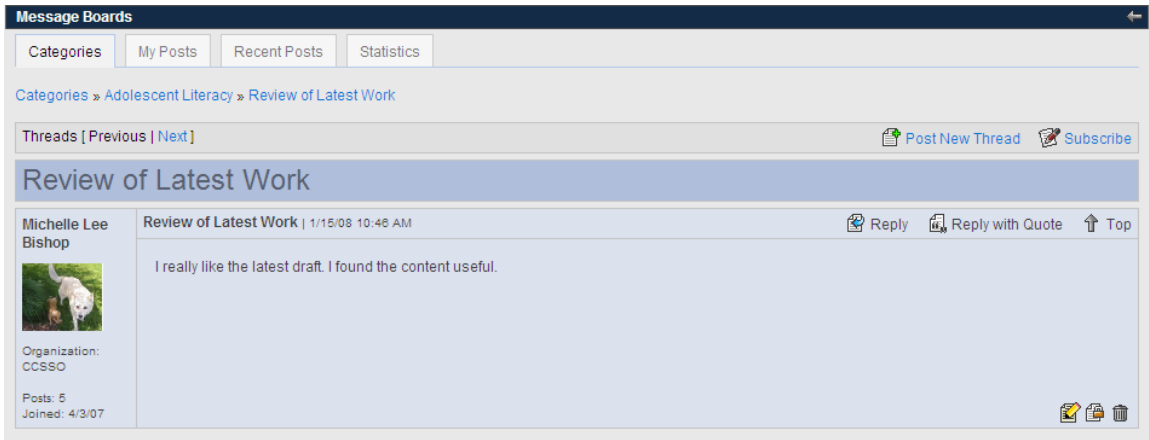
Step 2: To add a thread to this category, click on the button that says “Post a new thread.” See arrow below:



Step 3: On the page that appears, type in a subject (much like an email) and the content of your post. Your content goes in the “body” of the message. When you are finished click on “Post New Thread”

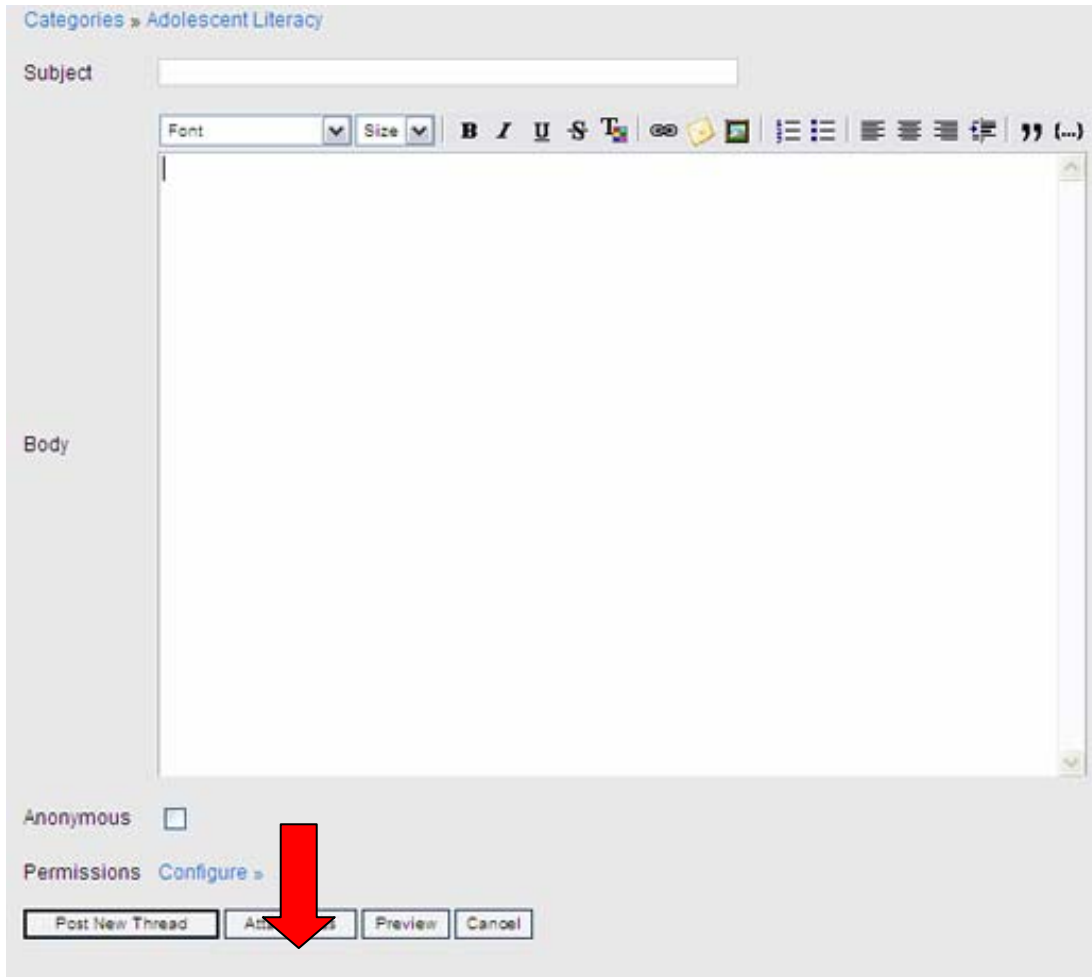


When you post the new thread, your photo and name will be displayed to the left of your message.

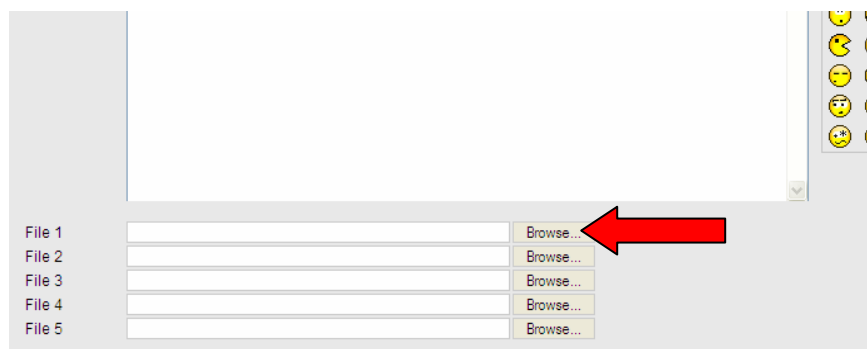


How to Attach A File

You may also want to attach a file that you want to share with your message. To do this, click on “attach file” located at the bottom of the message page. See arrow in picture below:



Clicking the “attach files” button will allow you to attach up to five files. To add a file to the message, click “browse” and a dialog box showing the contents of your computer will open. This process is similar to attaching files to an email.



TIP: If you share a file by attaching it to a message, you should indicate whether or not you mind if that document is shared externally. It is important to note to others if the document is private or public.

How to Reply to Posts

You can reply to posts by other community members.

Step 1: When others view your posts or you view others’ posts, replies can be made in two ways. The first is by simply clicking on the “reply” button. The second is by clicking on the “reply with quote” button. Both will take you to a window that allows you to enter your reply; however the “reply with quote” option will include quoted text from the post you are replying to.



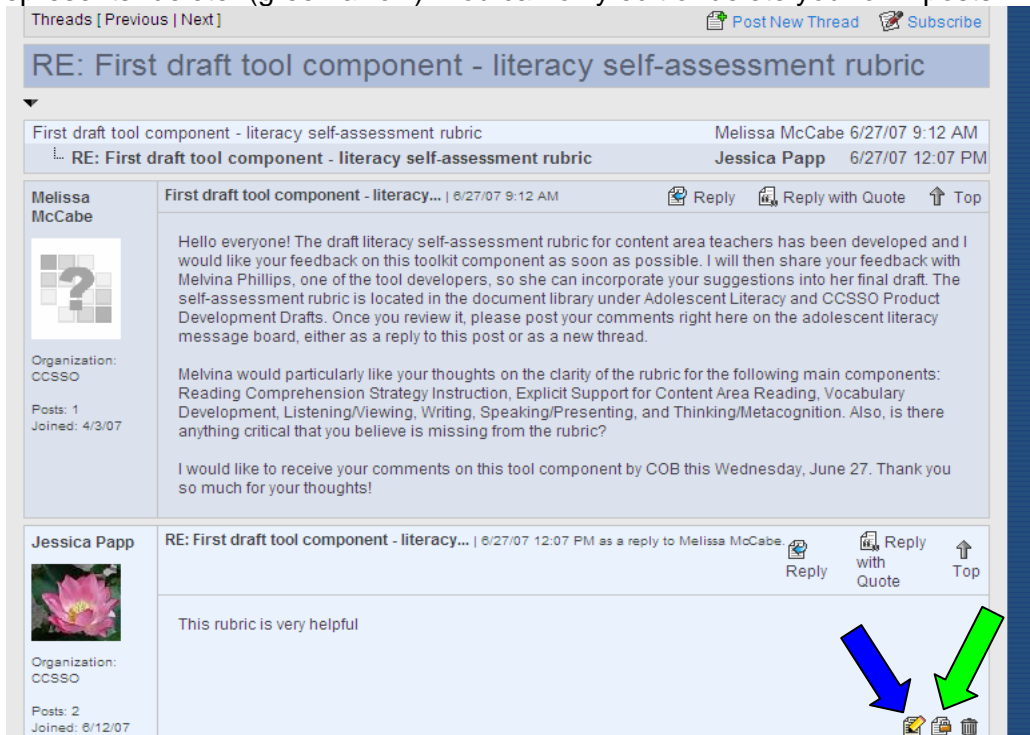
Step 2: Once you click “reply” you will see a page similar to the “post new thread” page. You can type your reply in the body section and when you have finished, click “reply” at the bottom left and your reply will be posted. Scroll to the bottom of the page to see the post that you are replying to.

You also can attach files to a reply. To do this follow the same steps as attaching files to a message.





Once you have clicked “reply” you will be returned to the thread and can see your post, with photo and name, displayed at the bottom of the page. All posts are displayed in descending order, with the most recent posts at the bottom of the page.

Step 3: To edit or delete your post, use the icons in the bottom right corner of your post. The pencil and paper icon represents “edit” (blue arrow), and the trash can icon represents “delete” (green arrow). You can only edit or delete your own posts.



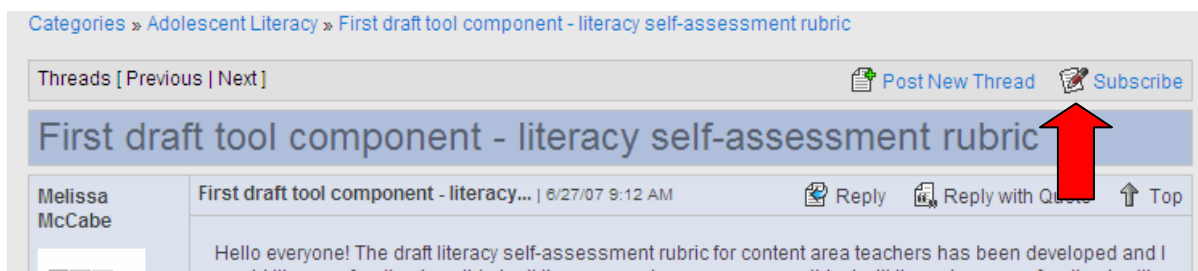
How to Subscribe to Posts and Threads

Subscribing to a category or thread will enable a feature that sends you an e-mail each time a new post is added to the thread or category that you are subscribed to. This is a great way to keep on top of the discussions occurring around the topics you are most interested in. There are three ways to subscribe.

While viewing a thread you are able to subscribe to that thread by clicking on the word “subscribe” located in the top right corner of the thread. You will know that you have subscribed since the icon will change from  to .

While viewing a list of threads in a category you are able to subscribe to individual threads by clicking the subscribe icon located on the right side of the screen.

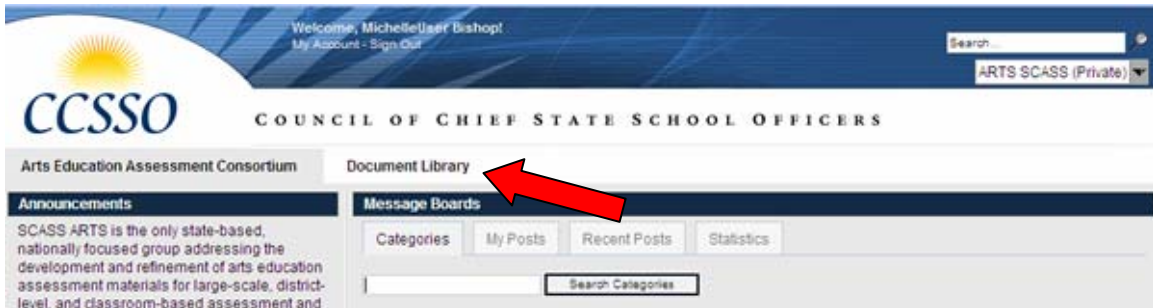
While viewing the list of categories you are able to subscribe to an entire category. If you subscribe at this level you will receive an e-mail every time a post is made to any one of the threads in the category.



IV. Document Library

The Document Library is the place where community members can post documents or drafts for sharing and review.

In our example community the Document Library can be accessed by clicking on the “Document Library” tab to the right of the “Arts Education Assessment Consortium” tab. See red arrow below:



How to Access Documents

Once you have entered the Document Library by clicking the tab, you will see that it is organized by folders. The first screen is similar to what you would see if you were browsing files on your personal computer. See picture below:

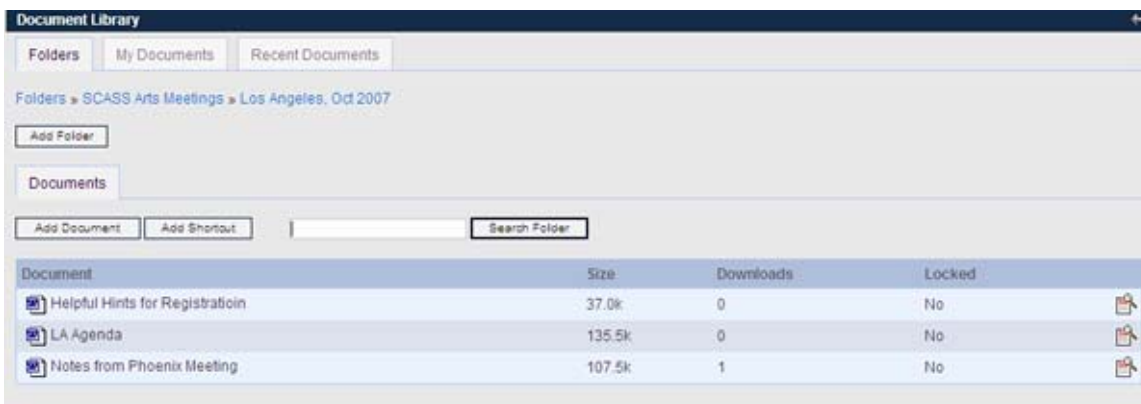


Each folder contains a combination of sub-folders and documents related to a particular topic or category.

Step 1: Choose a folder and you will be directed to a page that shows a list of sub-folders and/or documents. In the example below, we clicked on the SCASS Arts Meetings folder and can now see the related sub-folders:



Step 2: Click on the subfolder you would like to view. In this case we clicked on the “External Resources, Reports, and Data” subfolder. Inside this subfolder there are 3 documents. Each document displays a icon to the far left that indicates the type of document (PDF, Word, Excel, Power Point).



Step 3: To view the documents, click on the title of the document. A dialog box will appear prompting you to either open or save the document.

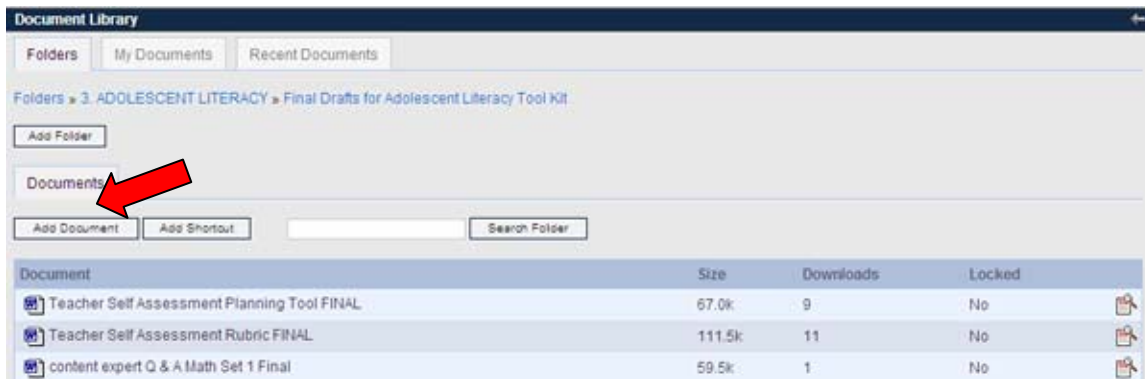
***TIP:** Just like the message board, you have the ability to streamline your navigation by either viewing “My Documents” or “Recent Documents”. “My Documents” are those that you have posted. “Recent Documents” are the most recently posted.*



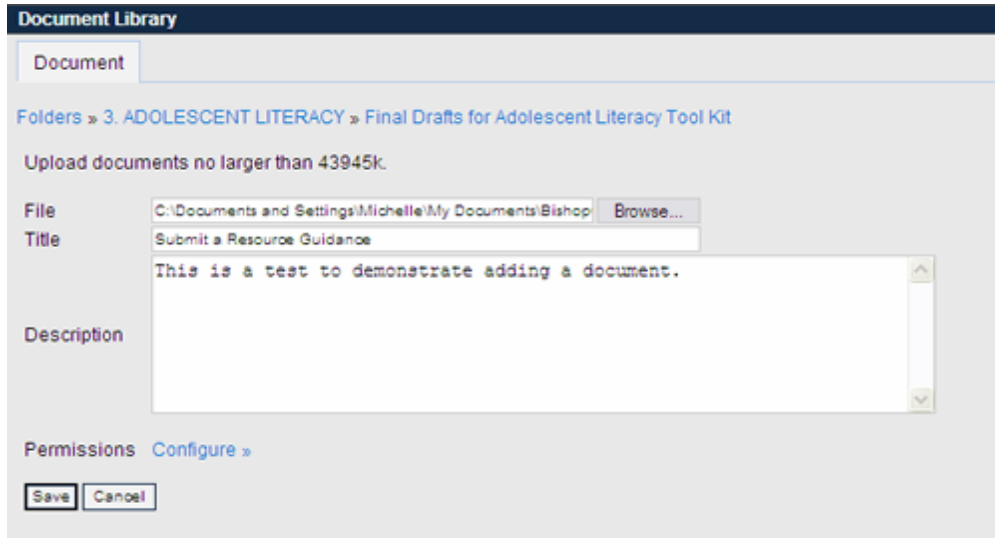
How to Post Documents

To add a document to the document library, click on the folder where you want to add the document. Then click on the “Add Document” button.

We have clicked on the folder “Adolescent Literacy” and the sub-folder “Final Drafts for Adolescent Literacy Toolkit”.



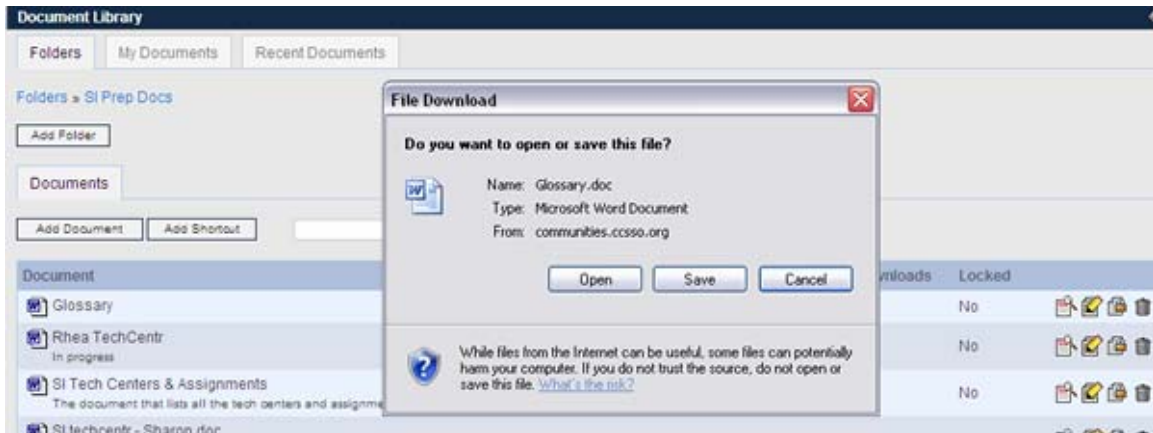
Next, complete the document upload form with the file, the file name and a description. To upload the file, click on “Browse” to locate the file on your system.



Click “Save” when you have added all the relevant information about the file.

How to Download a Document

Navigate to the folder and document you would like to download and click on the document name. You should receive a dialog box similar to the one below. Click on “Save” to save a copy to your computer. Click on “Open” to open the file in the associated program, such as MS Word or Adobe Acrobat Reader.



To view other details about the document, click on the view button.

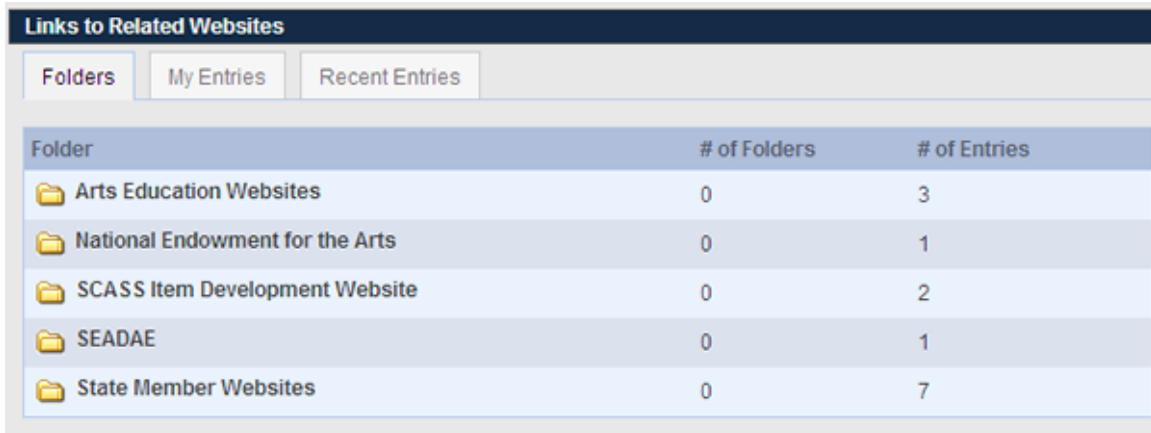


V. Bookmarks

Bookmarks are a way for community members to share relevant web sites and links.

How to Access Bookmarks

Bookmarks, similar to documents, are organized by folders. This example has five folders with links.



The screenshot shows a web interface titled "Links to Related Websites" with three tabs: "Folders", "My Entries", and "Recent Entries". The "Folders" tab is active, displaying a table with the following data:

Folder	# of Folders	# of Entries
Arts Education Websites	0	3
National Endowment for the Arts	0	1
SCASS Item Development Website	0	2
SEADAE	0	1
State Member Websites	0	7

Click on a folder to see the bookmarks. We have clicked on "State Member Websites," and the seven bookmarks in this folder are visible.



The screenshot shows the "Links to Related Websites" interface with the "Folders" tab active. The breadcrumb path is "Folders > State Member Websites". Below the breadcrumb, there is an "Entries" section with an "Add Entry" button highlighted by a red arrow. Below the button is a table of entries:

Entry	URL	Visits
Arizona	http://www.ade.state.az.us/	0
California	http://www.cde.ca.gov/	0
Delaware	http://www.doe.state.de.us/	1
Minnesota	http://education.state.mn.us/imde/index.html	1
New Hampshire	http://www.ed.state.nh.us/education/	1
New Jersey	http://www.state.nj.us/education/	0
New Jersey Arts Education Census Site	http://www.artsednj.org	1

How to Add New Bookmarks

To add a bookmark, click on "Add Entry" (see above). A bookmark entry form will be displayed. Complete the form with the name of the Bookmark, the URL or web site address and a description. Click "Save" when you are done.

Links to Related Websites

Entry

Folders » State Member Websites

Name

URL

Description

Permissions [Configure »](#)

VI. Calendar

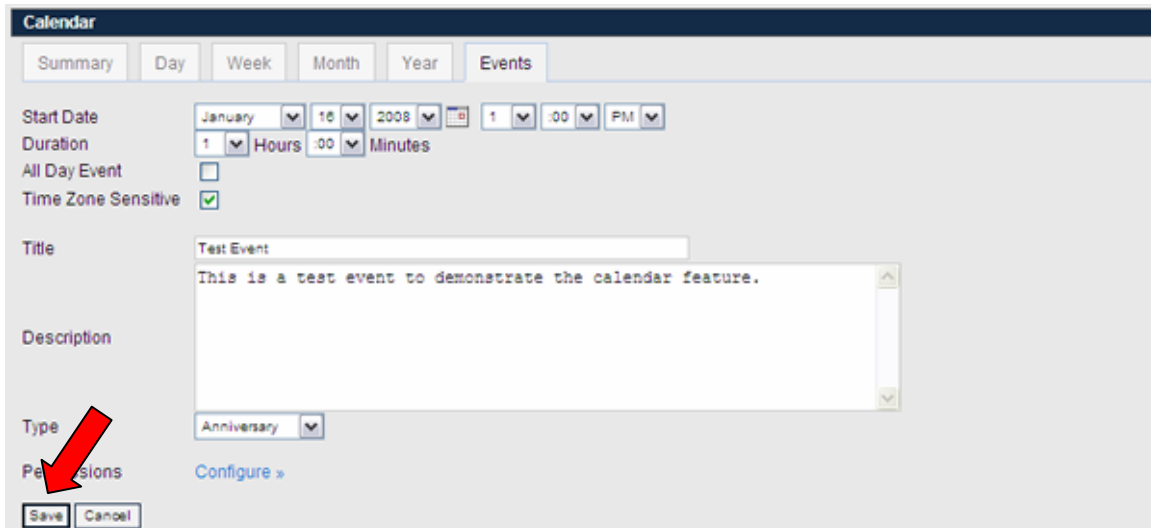
Some communities have chosen to include a calendar in the community.

How to Post and Event

To post an event, click on the “Add Event” button.



Enter the event date, time, description and type of event. Then click “save” and your event will be added to the calendar.



The screenshot shows the event creation form in the calendar interface. The form has a title bar "Calendar" and tabs for "Summary", "Day", "Week", "Month", "Year", and "Events". The form fields are:

- Start Date: January 15, 2008, 1:00 PM
- Duration: 1 Hours :00 Minutes
- All Day Event:
- Time Zone Sensitive:
- Title: Test Event
- Description: This is a test event to demonstrate the calendar feature.
- Type: Anniversary
- Permissions: Configure >
- Buttons: Save, Cancel

A red arrow points to the "Save" button.

You can also schedule repeating events and set reminders for an event. Before clicking on “Save” in the directions above, scroll down the screen to see the Repeat and Reminders tabs. Set your preferences and then click “Save.”

Repeat

Never Do not repeat this event.

Daily

Weekly

Monthly

Yearly

End Date No end date

End by

Reminders

Remind me before, and again before the event by:

Do not send a reminder

Email Address (michelleb@consultant.ccsso.org)

SMS

AIM

ICQ

MSN

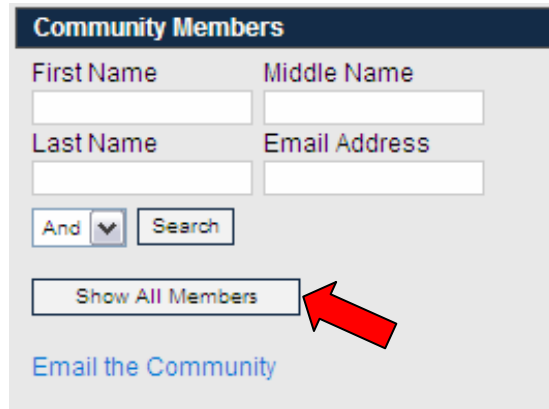
YM

VII. Community Member Directory

The Community Member Directory provides community members with contact information for all members of the Community.

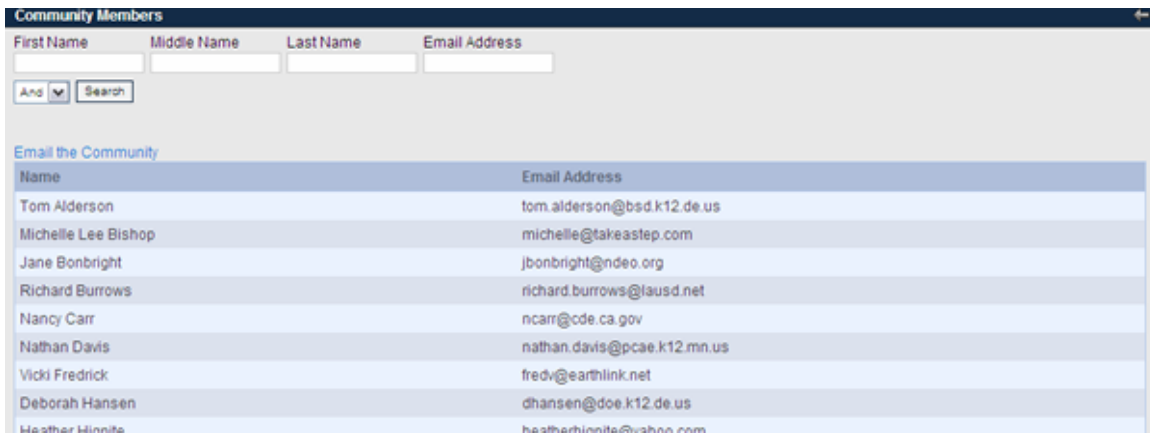
How to display all members

To see a full list of all community members, click on “Show All Members”.



The screenshot shows a search form titled "Community Members". It has four input fields: "First Name", "Middle Name", "Last Name", and "Email Address". Below these fields are two buttons: "And" with a dropdown arrow and "Search". At the bottom of the form is a button labeled "Show All Members" and a blue link labeled "Email the Community". A red arrow points to the "Show All Members" button.

A full list of the community membership, with email addresses will be displayed.

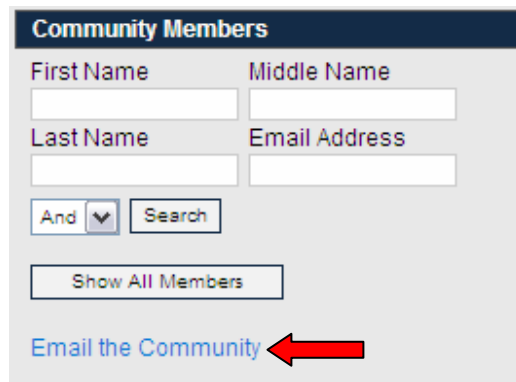


The screenshot shows the same search form as above, but with a table of community members displayed below it. The table has two columns: "Name" and "Email Address".

Name	Email Address
Tom Alderson	tom.alderson@bsd.k12.de.us
Michelle Lee Bishop	michelle@takeastep.com
Jane Bonbright	jbonbright@ndeo.org
Richard Burrows	richard.burrows@lausd.net
Nancy Carr	ncarr@cde.ca.gov
Nathan Davis	nathan.davis@pcae.k12.mn.us
Vicki Fredrick	fredv@earthlink.net
Deborah Hansen	dhansen@doe.k12.de.us
Heather Hinnite	heatherhinnite@yahoo.com

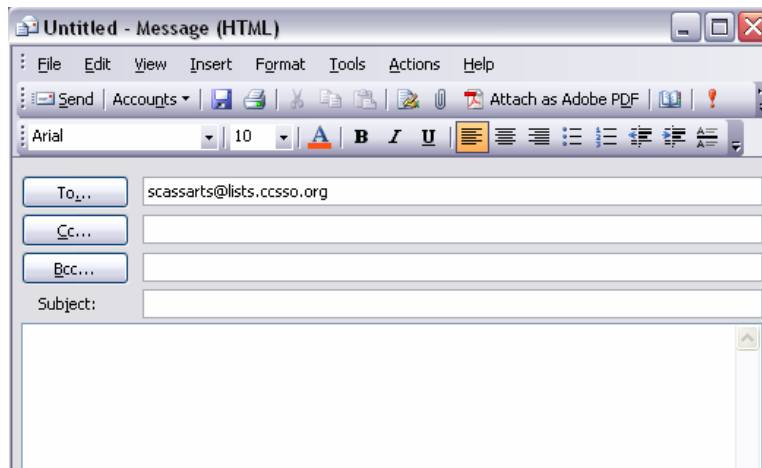
How to email the community

Community members can email the entire community by clicking on “Email the Community”.



The screenshot shows the same search form as above, but with a red arrow pointing to the blue link labeled "Email the Community" at the bottom of the form.

Depending on your email program, a new email message screen should appear with the address of the community in the "To:" field.



Questions? Concerns? Feel free to e-mail them to communities@ccsso.org.