

Online Community Groups User Guide

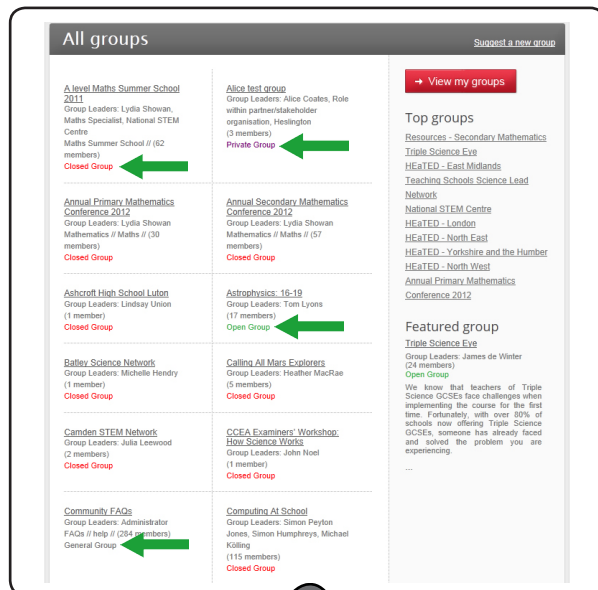


The National STEM Centre online community platform provides easy to use online community groups to support your networks.

Join existing networks to share teaching ideas and resources, and find out about other support routes for STEM teachers. Contribute to online discussions, share your expertise and learn from others in the community groups.

This booklet contains guidance on the following:

- how to join a group
- adding a topic or reply
- adding a file to a group
- creating a shared resource
- setting your preferences for receiving email alerts
- setting up a new group



Group types:

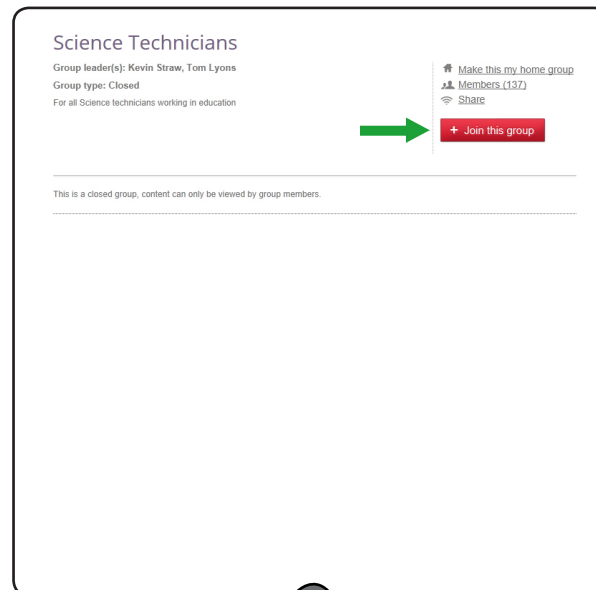
There are different types of groups:

Open groups allow you to join instantly.

Member groups are moderated and you will need to apply for access or be invited to join the group.

Private groups are by invitation only.

The group type is noted in the group description. There are also General groups which you join automatically depending on your subject preferences.

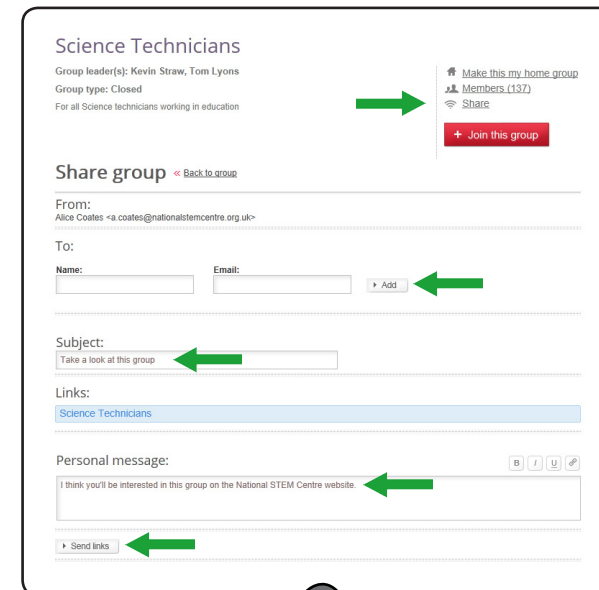


How to join a group:

To join an open or member group click the 'Join this group' button. For a member group you will need to wait for a confirmation email accepting or rejecting this request.

Tip:

As a group member your screen name and photograph will appear on the group. You can edit these in your profile.

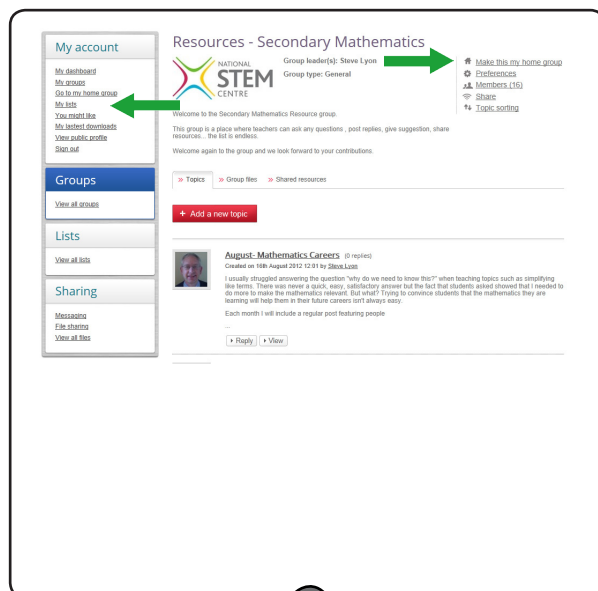


Sharing information about a group:

You can share details of a group with other people who may be interested. Enter their name and email address and click 'Add'. You can then add additional people if required. Edit the subject header and message that will appear in the email. Then click 'Send links'.

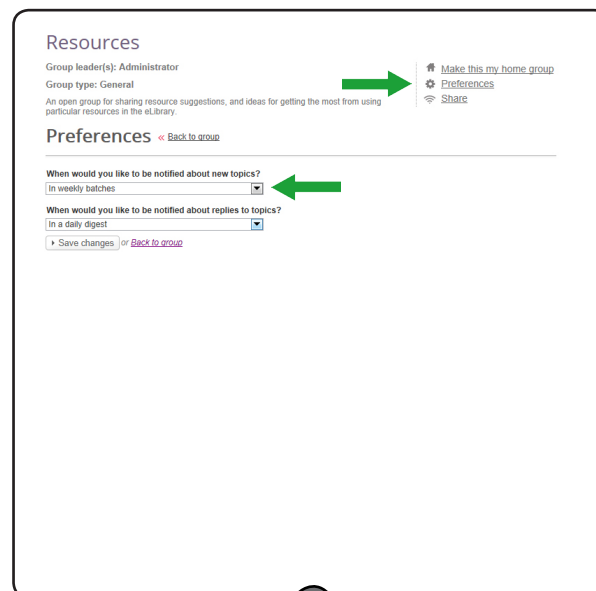
Tip:

You do not need to be a registered user to receive this email.



My groups and home group:

When you join a group the group will be added to the box on your dashboard. Here you can scroll through all the groups that you are a member of. Here you can also choose to make a group your home group by clicking the 'Make this my home group' button. This will then appear in your 'My account' box so you can easily navigate to here from anywhere in the online community.

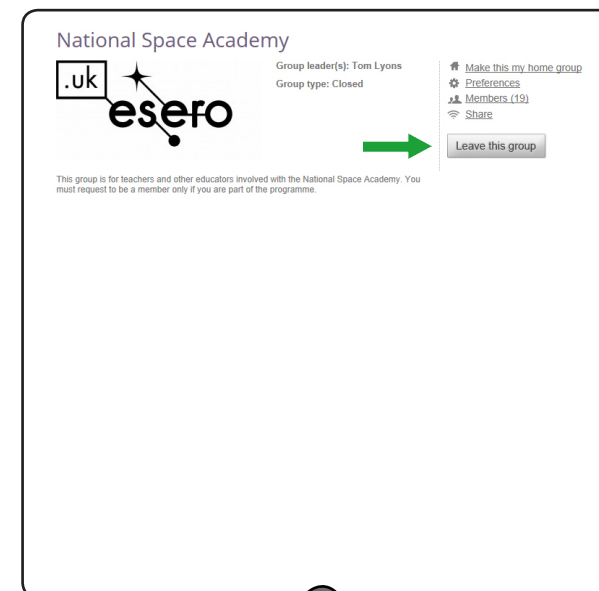


Preferences for email alerts:

When you join a group you are asked to select your preferences for receiving email alerts from the group, for example as they happen, daily digest, weekly batches or never. You can change these preferences at any time and you can set different preferences for different groups.

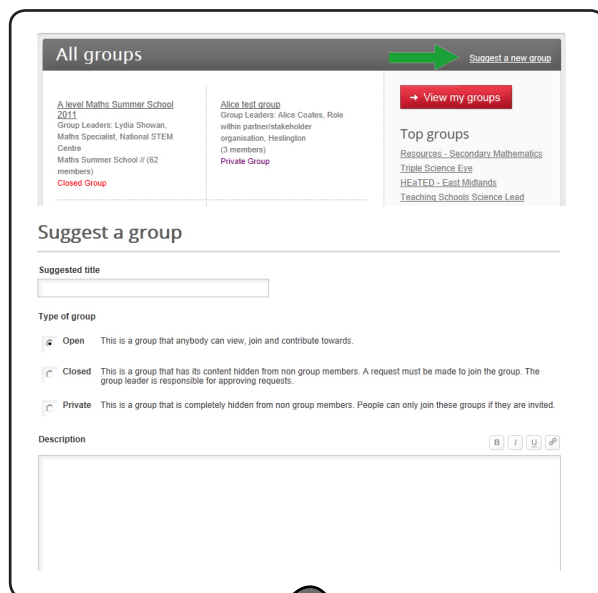
Tip:

It is not recommended that you select never for your email alerts unless you are going to log in to the online community and regularly check your groups.



Leaving a group:

You can leave a group by clicking the 'Leave this group' button from any page within the group.

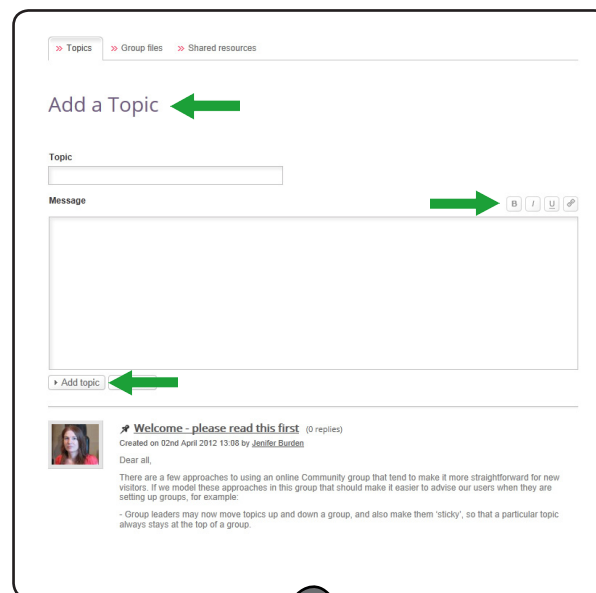


Setting up a new group:

If you would like to set up your own group go to the 'All groups' page and click on the 'Suggest a new group' button. Complete the details and press 'Send suggestion'. You will then receive an email alert once the group has been set up.

Tip:

If you set up a new group then there is also a group leaders user guide to assist you. This is available in the help section of the website.



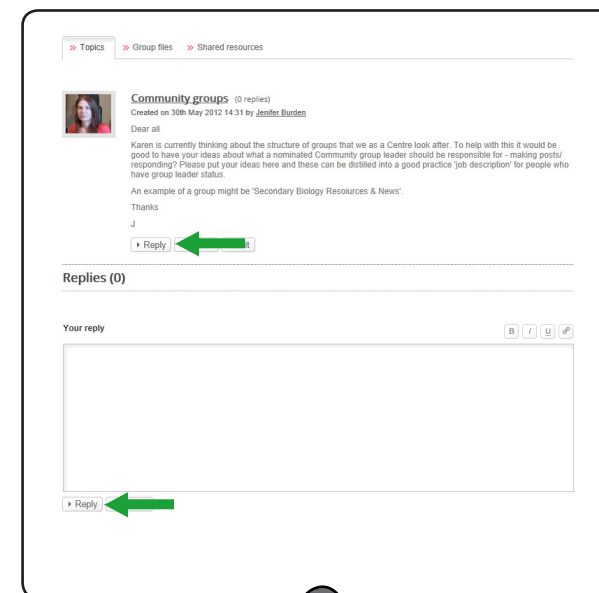
Adding a topic:

To add a topic, click on the 'Add a topic' button at the top of the group's homepage. Complete the topic title and message. You can use the buttons on the right hand side to make text appear in bold, italics or underlined. You can also add a file. To post the topic click 'Add topic'.

Tip:

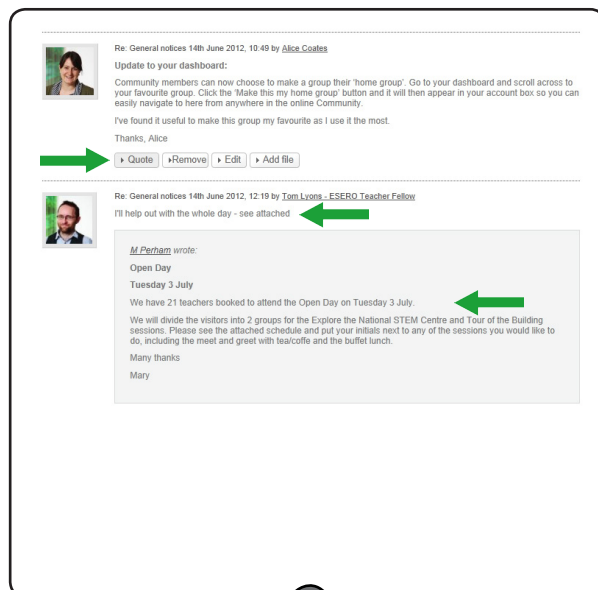
Consider the length and spacing in your message to make the most of the posting.

Tip: Encourage responses and debate by making it clear that you would like people to respond to your post.



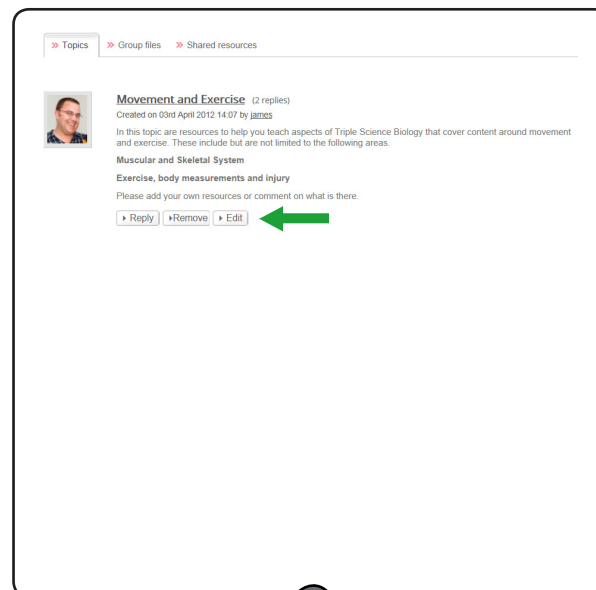
Replying to a post (topic or reply):

To respond to a post, click on the 'Reply' button under the related topic. Enter the text and add a file if applicable, then click 'Reply' to post the message.



Replying to an earlier reply:

Sometimes one topic can receive many replies and you may wish to reply to a reply early in the topic thread. You are able to make it clear which part you are replying to by clicking 'Quote'. This will show your reply and repeat the quoted reply below.



Editing a post:

You can edit a topic or reply that you have posted. Click on the title of the post and then click 'Edit'. You can then change the text and click 'Save changes'.

Tip:

You can only edit your own post.

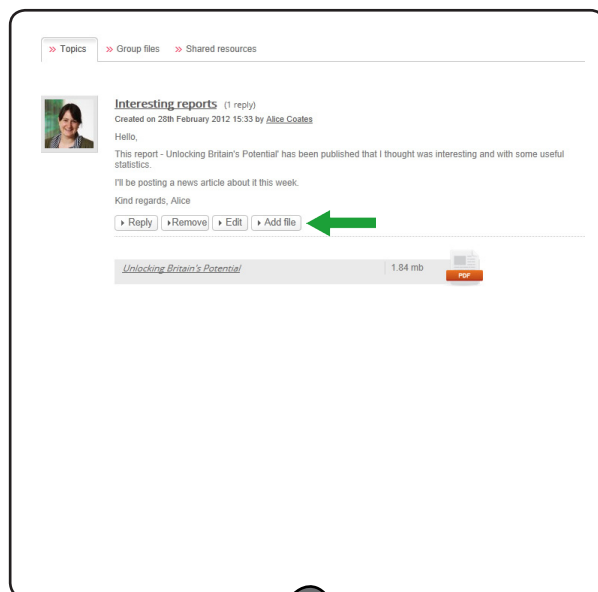


Adding a file to a post:

To add a new file to a post choose 'Add a new topic' or 'Reply'. Once you have written your post click 'Add file'. You will need to click 'Browse' to choose your file and this will allow you to browse your documents to select the file you wish to upload then give the file a title, you may wish to add extra information for version or description but you do not have to. Then click 'Add topic' at the bottom of the page. It may take a short time to load.

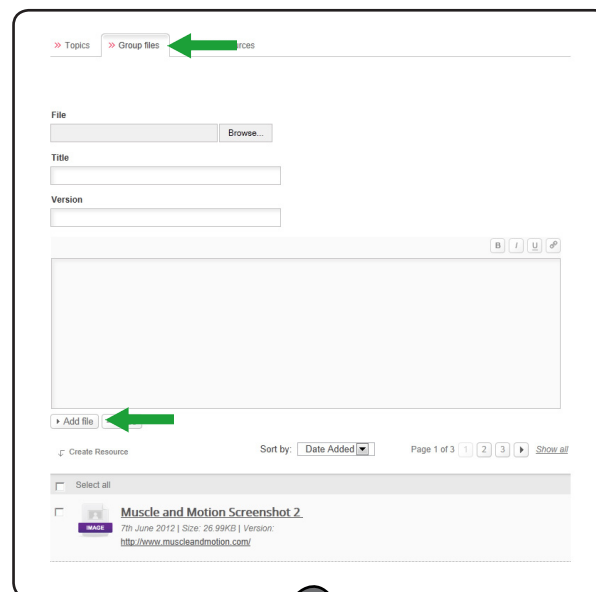
Tip:

Any file type can be added. If you add an image or a video then these will show in the post.



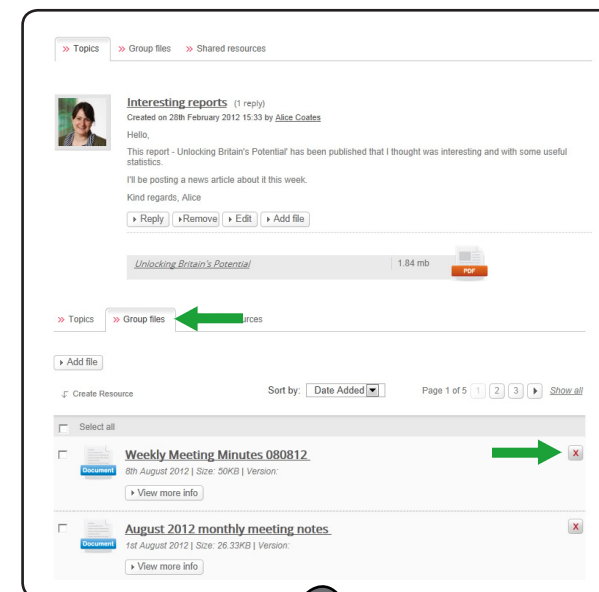
Adding multiple files to a post:

.....
 If you wish to add multiple files to one post click on the topic title select 'Add file' and then follow the same process as before. This can then be repeated as many times as you like.



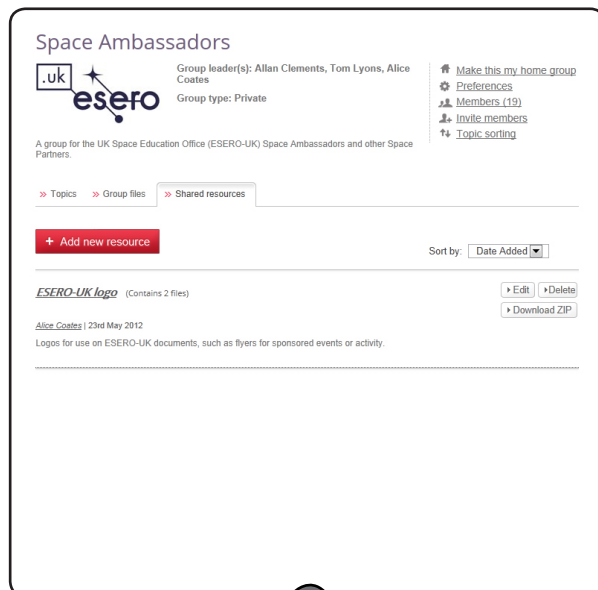
Group files:

.....
 The 'Group files' tab on the group shows you all of the files that have been added to the group. You can add a file to a group here without writing a post. Click 'Add file', browse for the file and complete the details. Press 'Add file' to save this.



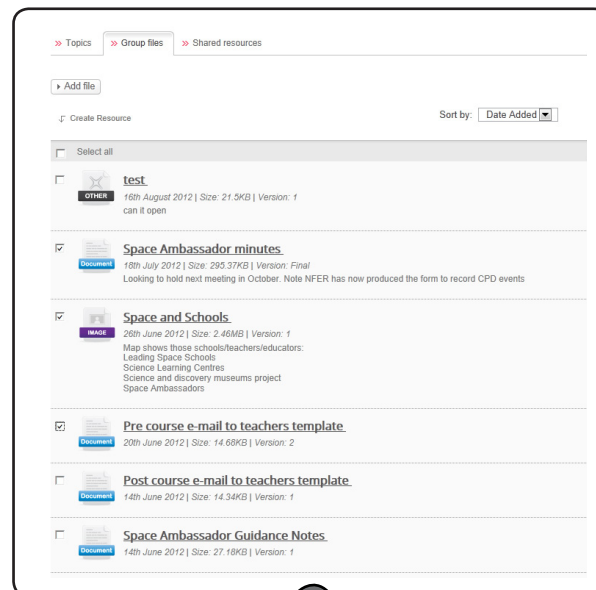
Deleting a group file:

.....
 To delete a group file you need to delete the post that you have written and delete the file from the group files tab. You delete a post by clicking on the post title and then clicking 'Remove'. You delete a file by clicking on the red cross.



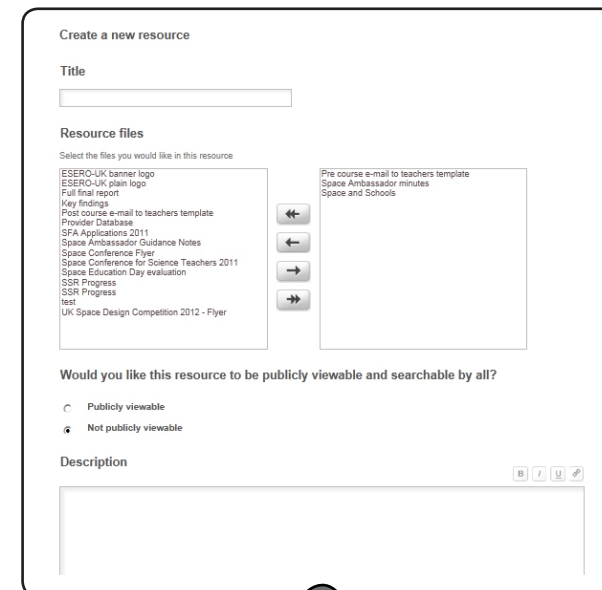
Shared resources:

Any group member is able to make a shared resource that is made up of files that have been added to the group. This resource can be made publicly viewable to all members of the online community or it can just be viewable to your group. There are two ways to create a shared resource. You can add this from the 'Group files' tab or on the 'Shared resources' tab.



To create a shared resource from the group files tab select the tick boxes next to the files that you would like to make up the resource. Once you have selected all of the files click 'Create Resource'.

You can also create a shared resource from the shared resources tab by clicking the 'Add new resource' button.



When creating a resource you will see this form. Add a title for the shared resource. Click on the resource files that you would like to be part of the resource and move them across to the right hand side by clicking the arrow pointing in that direction. If you have got to this through selecting group files then some files will already show in the box on the right hand side. To remove files from the resource click the arrow pointing the other way. The double arrows will move all of the resources from one side to the other. Decide if you would like the file to be publicly viewable or only viewable to members of this group. Add a description. You must then add tags to your shared resource. These tags will result in the resource appearing in search results for that key word.