Locating a Community

1. Enter a **Keyword**, and click the **Search icon** (magnifying glass). To join additional communities, or to suggest that another user join, please refer to the search area below: professional development

2. A list of all related **Communities** will appear. Users can also view any related **Forums** or **Blogs** related to the **Keyword** by clicking on the <u>tabs</u>.

Communities Forums Blogs						
Community Name Description						
NYLearns Professional Development Learning Community	This community provides a collaborative environment for participants in NYLearns training workshops. This community will be used for conversations throughout the workshop.			🎔 Suggest		
Users can also view a list of <u>all</u> C	Communities,					
Forums, and Blogs by clicking c	on <i>Browse</i>	 Browse Communities, 	Forums,	and Blogs		

3. To view a Community, click on the Community Name.

Communities, Forums, and Blogs, located directly underneath the **Keyword Search** tool.



Dashboard Tab

Users will be taken to the Dashboard tab, which provides an overview of a Community.

Here users can:

- Join a Community.
- View Members, and send an Invitation to join a Community.
- o View and add any Upcoming Events.
- o View the Moderator's Message.
- o Enter Forums related to the Community.
- View the Latest Activity, or most recent posts to Forums.
- Add Digital Content to the Repository, and rate it.





Joining a Community

If you determine that you wish to be a Member of a specific Community, you may elect to Join.

1.	Locate, and then click on the Join button in the upper-right hand corner of the Dashboard .	Join Suggest	
	NOTE: This button is also available on the My Navigator tab when	n performing a Keyword Sea	r ch .

 Click OK. Joining a Community includes membership to all Forums within the Community.

The page at http://www.nylearns.org says:					
Are you sure you want to join to this community and all of its associated forums?					
OK Cancel					

3. You will be added to the list of **Members**, and the **Community** will now also appear on the **My Navigator** tab when you enter the **My Communities** tool.



4. You will now be able to respond to postings within the Community.

Removing a Membership

If you determine that you no longer wish to be a Member of a specific Community, you may elect to revoke your membership.

1. Click on the **Community Name** on the **My Navigator** tab.



 Click OK. Once you leave a Community, you will also lose membership to all Forums within the Community.



4. You will still be able to read information and postings within the **Community**, but will no longer be able to respond to any postings.

Members

1. To see all of the **Members** of a **Community**, click **View All** on the **Dashboard** tab, OR click on the **Members** tab.

Dashboard Kembers Events Forums									
NYLearns Professional Deve	elopment Learning Community Remove My Membership Suggest								
Members (12)	Moderator's Message								
	Welcome to the NYLearns Professional Development Learning Community! Within this community are seven forums associated with training modules. Depending on which modules you are participating in, there will be opportunities to ask questions, discuss, and share resources within each module. By participating in this								
& 🢹 & & & &	community you will also develop valuable connections with other educators and learn how to use the My Communities feature through hands-on practice.								
View All	Latest Activity:								

2. You will be taken to the **Members** tab, where you will see everyone who is currently a **Member** of the **Community**.

		Dashboard Wembers Events Forums					
З.	Once a	NYLearns Professional Development Learning Community					
	Community's			•	-	-	
	membership has		Keyword Search (Optiona)		Q	
	grown, you may elect						
	to use the Keyword						
	Search tool to	Jill Drake (Moderator)	Marla Witkowski (Moderator)	Michael Horning	Trainer Bridgehampton	Marie Hand	Jeffrey Hand
	search for a						
	Member. Enter the						
	Member's first	Carrie McDermott	Tom House	Henry Meyer	Linda Murphy	David Holmes	Betty Teacher
	and/or last name,						

and click the **Search** icon (magnifying glass) to search.



Community Invitations

To increase the amount of **Members** a **Community** has, you may wish to **Suggest** it to other NYLearns users.

 Locate, and then click on the Suggest button in the upper-right hand corner of the Dashboard tab.
 Remove My Membership Suggest
 Note: This button is also available on the My Navigator tab when performing a Keyword Search or Browse.
 A window will open. Enter a person's first, last, or full name, or email

address. Click the **Search** icon (magnifying glass) to locate them with the NYLearns user database.

 A list of results will be returned. Click the Select button to the right of the appropriate user.

Name	Email Address		
Scott Baker	SBaker@NRWCS.ORG	 Select 	
Scott DeFazio	sdefazio@3rdl.com	Select	
Scott Gerken	sgerken@eastrockawayschools.org	Select	
Scott Kach	ccattikach@hatmail.com	Soloct	Ŧ

4. The user will be added to the list of **Chosen Users**. You may remove them at any time by clicking the **Remove** button.

Chosen Users:					
Name	Email Address				
Scott DeFazio	sdefazio@3rdl.com	Remove			

- 5. Repeat Steps 2-3 until you have selected all of the users you wish to **Suggest** the **Community** to.
- 6. Click Submit. Sancel



Submit

8. An email message will be sent to the user:

Your name at *yourname@email.com* requested we send you this message:

I thought you might be interested in visiting the NYLearns Learning Communities and joining the <INSERT PLC NAME>. The NYLearns Learning Communities are intended to extend and enhance the discussion of important issues, challenges, and ideas that promote success in the New York educational community.

To view this Learning Community, click here. Please explore the Community and join in on the conversation as we collaborate on educational topics that impact learning and instruction throughout New York State.

 The Suggestion will appear on the chosen user's My Navigator tab, under Community Invitations. They can choose to Accept or Decline the Community Invitation.



Peer-to-Peer Email

There may be times where you wish to discuss information one-on-one, privately, instead of within a **Community**.

1. Each **Member** in a **Community** has an avatar that appears on the **Members** tab, as well as next to any posting they make in a **Forum**.



- 2. Click on the Member's Name to send them an email.
- A window will open. The To: and From: lines will be populated with the appropriate email addresses.
- 4. Enter a **Subject**, and type the **Body** of your **Email**.

er-to-Peer I	Ēmail	• ×
Send E	Email	^
To:	sdefazio@3rdl.com	
From:	bettyteacher@gmail.com	
Subject:	Inappropriate Post	Ш
Body:	Scott,	
	The post that you made to the <u>NYLearns</u> Professional Development Community discussion forum "Lingering Questions" has been flagged as inappropriate. I am in +	
		-



Upcoming Events

Members of a **Community** may choose to post information about events that are relevant to the **Forum(s)** and/or **Topic(s)**.

1. Click Add an Event on the Dashboard tab.

2. Enter an **Event Name** and **Location**.

Add an Event	
	View A
Update Community Event	
Community Information	
Community: NYLearns Professional Development Learning Commu This community provides a collaborative environment for participants This community will be used for conversations throughout the workst	inity : in NYLearns training workshop hop.
Event Name	
Curriculum Map Training	
Location	
Niagara Falls City School District	

3. Click in the **Start On** field, and use the pop-up calendar to select a starting date for the event. Repeat the process to select an **Ends On** date.

0	January 2011						
Su Mo		Tu We		Th	Th Fr		
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	_19	20	21	22	
23	24	25	26	27	28	29	
30	31						

Start On	Ends On (if more than 1 day event)		
01/18/2011	01/19/2011	30	

4. Click in the Start At field, and use the sliders to select a starting time for the event, and then click Done. Repeat the process to select an End At time.



Click Save. The Upcoming Event will appear on the Dashboard tab. 5.

Dashboard Members Events Forums

6. Click on View All to see all of the Upcoming Events related to a Community, if needed.

Upcoming Events (1)



Tuesday January 18, 2011 Niagara Falls City School District

🖶 Add an Event



The Moderator's Message is a greeting that welcomes Members to a **Community**. It appears on the Dashboard tab.





10:00 am

2

Time

Hour Minute

Forums

2.

Forums provide a venue for threaded discussions within a **Community**. A single **Community** may contain multiple **Forums** dealing with a variety of topics.

 From the Dashboard tab, scroll down to find the Forums located beneath the Latest Activity. You can also access Forums by clicking on Forums at the top of the Navigator page.



3.	 3. You will see a list of all discussion Topic(s) within the Forum. 4. Click on the Name of a Topic to 		Dashboard Members Events Topics NYLearns Professional Development Learning Community			
			Module 1- An Introduction to NYLearns For use during Module 1 of NYLearns training.			
4.			f a Topic to	Jill Drake (Topic Originator)	Lingering Questions- Module 1 Created: 1/4/2011 Number of posts: 1	
	view all j	Madula 4 An Intra	tupic.	NYL User Since: 9/1/2010	Last post: 1/4/2011 12:03 PM During the workshop, if you have questions or need further explanation, please post your comments here.	
	For use during Module 1 of NYLearns training.					
	Jill Drake Jill Drake Jill Drake Jill Drake Posted: 1/4/2011 12:03 PM During the workshop, if you have quest		odule 1	Inappropriate Compared to the second secon		
		Maria Witkowski	Posted: 1/18/2011 3:18 PM How can students get to my NY	(Learns web site?	happropriate	

Replying to a Posting

1. Click **Reply** to post a response.



2. A window will open. Enter your **Reply**.



3. Click the Submit button.



4. The window will close, and your Reply will be added to the Forum.



To Delete a Posting

• Click the **Delete** button.



 Click OK. When you Delete a posting, you also remove <u>all</u> of the postings that are connected to the posting.



To Edit a Posting

- Click the **Edit** button.
- Make any Edits necessary, and then click Submit.

Edit Dectio	-	
Edit Postin	g	
*BC - B I	u X 🗈 🕾 🔜	
Your website ad	dress is http://websites.nylearns.org/your username. For example, my	
	ttyteacher, so my webiste address is http://websites.nylearns.ord	
/bettyteacher.	ttyteacher, so my webiste address is http://websites.nylearns.org	
/bettyteacher.	ttyteacher, so my webiste adoress is http://websites.nylearhs.org	
/bettyteacher.	ttyteacher, so my webiste adoress is http://websites.hylearhs.org	
/bettyteacher.	(tyteacher, so my webiste adoress is http://websites.hylearhs.org	
/bettyteacher. Path: p	ttyteacher, so my webiste adoress is http://websites.hylearhs.org	1.

Inappropriate Postings

Occasionally a user may post something that you or another user may find objectionable.

1. Click the Inappropriate button to report the posting.



2. A window will open. Your contact information will auto populate. Complete the **Comments** section explaining why you find this posting inappropriate. Click **Send**.

Send Email		
To:	jdrake@3rdl.com; mwitkowski@3rdl.com	^
From:	tkozlowski@3rdl.com	
Subject:	Inappropriate Content - Module 1- An Introduction to NYLearns	
Posting:	How can students get to my NYLearns web site?	=
Commente]
	Cancel Send	

.An email will be sent to the **Moderator**, highlighting the **Inappropriate** posting, and offering the user's reasons why the posting was marked as such.

3. Until a decision can be made by the **Moderator**, the posting, as well as any **Replies** to it, is temporarily removed from the **Forum**.



The **Moderator** may choose to:

- Edit or Delete the posting
- Contact the Member via Peer-to-Peer email
- Remove the **Inappropriate** status. The posting, and any related **Replies**, will again appear in the **Forum**.

Add New Topic

Within a Forum, it is a good idea to create New Topic(s) to get additional conversations started.

 From the Dashboard tab, click on the Forum Name. Forums appear on the screen beneath the Latest Activity.



2. Click the **New Topic** button.

NYLearns Professional Development Learning Community

3. Enter a **Topic Name** and an **Initial Posting**.

I Торіс	· X
Add Topic	Â
Topic Name:	
Overwhelmed!	
Initial Posting:	
^{to} ▼ Β <i>Ι</i> <u>U</u> <u>X</u> <u>B</u> <u>C</u>]	
I am a new trainer. I took a 2 day workshop and it was a lot of information - I felt overwhelmed. I have no idea of how to present NYLearns to my faculty without overwhelming them!	H

4. Scroll underneath the Initial Posting, and click the Submit button.



🕀 New Te

5. The **Initial Posting** will appear on the **Topics** tab within a **Forum** as well as under **Latest Activity** on the **Dashboard** and **My Navigator** tabs.

Betty Teacher (Topic Originator)	Overwhelmed! Created: 1/18/2011 Number of posts: 1		
NYL User Since: 8/1/2005	Last post: 1/18/2011 3:56 PM I am a new trainer. I took a 2 day work overwhelming them!	kshop and it was a lot of information - I felt overwhelmed. I have no idea of how to present NYLearns to my faculty without	
Members (*		Moderator's Message Welcome to the NYLearns Professional Development Learning Community Within this community are seven forums associated with training modules. Depending on which modules you are participating in, there will be opportunities to ask questions, discuss, and share resources within each module. By participating in this community you will also develop valuable connections with other educators and learn how to use the My Communities feature through hands-on practice.	
Upcoming B	View All Events (1)	Latest Activity: Overwhelmed! Forum: Itodule 1- An Introduction to NYLearns Posta in last 3 days: 1	
Lan C 18 18 N	urriculum Map Training uesday January 18, 2011 0:00 AM lagara Falls City School District	Last post: I am a new trainer. I took a 2 day workshop and it was a lot of information - I felt overwhelmed. I have no idea of how to present NYLearns to my faculty without overwhelming them? 1 minutes ago by Betty Teacher	

Digital Content Repository

Once you have set up an **Initial Posting**, you may wish to include some **Digital Content** that will relate to the **Forum(s)** and/or **Topic(s)** that you have created. **Digital Content** is organized by dividers. Clicking on a divider will populate its contents below the divider.

Adding Content Dividers

1. The **Digital Content Repository** can be found at the bottom of the **Dashboard** tab. Click on **Manage Content**.



2. A window will open. Click on Add New Divider.

Update Community Content	• ×
Share content with your community by adding a website address or a file from your ePortfolio	
Digital Content Repository	Add New Divider

3. Enter a Name for the Content Divider, and then click Save.

Update Conter	ıt Divder	
	Content Divider Name:	
	Agendas	
	Cancel Save	

4. Click Close, and the Content Divider will be added to the Digital Content Repository.



To Edit the Content Divider, click the Edit icon (pencil) while in the Manage Content window.

Adding a Web Address

1. From the bottom of the Dashboard tab, click on Manage Content.



- 3. Enter a Title and URL for the web site.
- 4. Select a **Content Divider**, when appropriate, and then click **Save**.

5.	Click the Close button.	Title: NYLearns Helpdesk
		URL: http://websites.pdesas.org/helpdesk/
		Select a Divider:
		Resources
		Cancel Save

Note: Users may only delete	Resources		1		
the size source Dispite I Counterest	Resource	Туре			
their own Digital Content.	NYLearns Helpdesk	Web Address	1	×	
	🕷 Close				

- To edit the Web Address, click the Edit icon (pencil).
- To delete the Web Address, click the Delete icon (x).
- 6. The Web Address will be added to the Digital Content Repository.

	Resources					
<	Resource	Туре	Community Pating	My Rating	Community Comments	My Notes
	NYLearns Helpdesk	Web Address	****	*****	9	1

Adding from My ePortfolio

2.

1. From the bottom of the Dashboard tab, click on Manage Content.

Digital Content Repository	
Save and discover resources that make the community even more helpful.	Manage Content
	Update Community Content
A window will open. Click on My ePortfolio .	Share content with your community by addin



 The ePortfolio Manager will open. Navigate to the appropriate Folder, and place a checkmark next to the item you wish to add to the Repository.

ePortfolio Manager - Insert items fi	rom your ePe	ortfolio					C	
Add Folder Renar	ne Folder	Delete Folder	Upload File	Add Bookmark				^
My Folders	1	IYLearns.org Si	te-Based Worl	shops				н
CIS: Technology Inte		Name			Modified on			
EIS: The Design and		🕒 NYLearns Full Train	ing Manual 10.2009.p	df	12/31/2010	2	*	
		🕒 Lesson Planning Te	mplate Final Version.	pdf	12/31/2010	0		
CIS: Visual Learning v		Proofing Your PYB	Content.pdf		12/31/2010	2		
CIS Word Basics and		NYLearns Publish Y	our Best 10.2009.pdf		12/31/2010	2	*	
Credentials		NYLearns PYB Pee	Review Process and	Feedback.pdf	12/31/2010	0		
Curriculum Maps Eric- manuals		NYLearns Training	Agendas and Workbo	ok.pdf	12/31/2010	Ø	*	



7. The resource will be added to the Digital Content Repository.

	NYLearns Training Agendas and Workbook.pdf	My ePortfolio	9	
•	My Rating			

Once there are resources in the Digital Content Repository, you may add a rating to the content.

1. Hover your mouse over the **Stars** under the heading **My Rating**.

Туре	Community Pating	My Rating	Community Comments	My Notes
My ePortfolio	*****	*****	9	2
	My ePortfolio	Ny ePortfolio	My ePortfolio	My ePortfolio

- 2. Highlight the number of **Stars** (1-5) you wish to award the resource.
- 3. Your rating will be averaged in with the ratings of other **Members** under the heading **Community Rating**.



X * * * * *

4. To remove your rating, click the red X icon to the left.

Community Comments

Members of the Community can Comment on resources in the Digital Content Repository.

1. Click on the icon under the heading Community Comments.

Resource	Туре	Community Rating	My Rating	Community Comments	My Notes
NYLearns Training Agendas and Workbook.pdf	My ePortfolio	****	*****	9	1

2. Enter Comments, and then click Save.

3. Your **Comments** will be added to the list at the top of the window.

Created	Author	Comment
1/24/2011	Marla Witkowski	You can find the most current training materials for NYLearns on the Help Desk website.

4. Close the window.

My Notes

Add personal Notes to a resource within the Digital Content Repository.

1. Click the icon underneath the heading My Notes.

Resource	Туре	Community Rating	My Rating	Community Comm ents	My Notes
NYLearns Training Agendas and Workbook.pdf	My ePortfolio	*****	*****	9	1

5. Click

2. Enter Notes and then click Save.
3. The window will close. To see your Notes, click on the icon again.

Including Content from the Digital Content Repository in your Forum

- 1. When creating your reply, click the Add from Community Content icor \square) in the toolbar.
- 2. The **Community Content List** will open in a pop-up window.
- 3. Click on the Content Divider name to expand the list of files.



4. Select the radial button to the left of the title of the resource you would like included.

Cancel Insert

My ePortfolio

nsert.	
	Community Content List - Insert items from the Community Content
	• Web Address • My ePortfolio
	Default
	Else
	NYLearne Resources
	P. ource
	NYLearns Overview 1.2011.pdf
	Search Engines

6. The link to the resource will appear in your **Reply** window for others to view and reply to within the **Forum**.

ım Reply	· ×
Reply	^
🍣 - B Z U 🐰 🝙 🏝 🔜	
The attached document provide an overview of the NYLearns tools and features included in the updates!	
NYLearns Overview 1.2011.pdf	•
Path: p » a	
Cancel Submit	
	-

Request New Community

If you have an idea for a new Community, please use the Request New Community button.

1. From the My Navigator tab, click on Request New Community.

My Navigator				
NYL Learning Community Navigator	٠	Request New Community		
To join additional communities, or to suggest that another user join, please refer to the search area below:		Request Com	nunity E	×
Keyword Search (Optional)		New C	ommunity Request	
Browse Communities, Forums, and Blogs		Commu	nity Information	
		Suggested Early Ch	f Name: Idhood Community	
2. Enter a Suggested Name for the Community .		Purpose: I would needs of	i like to see a community on <u>NYLearns</u> that focuses on the f students in Grades <u>Fres</u> - 2.	E

- 3. Enter the **Purpose** of the **Community**.
- 4. Enter a Suggested Moderator.
- 5. List the Anticipated Participants for the Community.

Dr. Mary Smith				
nticipated Participants: i.e. Technology Coaches; Literacy Sp	ecialists; etc	C.)		
Early childhood teachers, instructional coaches.	special	education	teachers,	and

- 6. Select your **Position/Title** from the drop-down menu.
- 7. Enter a District/School/Organization.
- 8. Click the **Submit** button.
- 9. Click **OK**. The **Request** will be sent for consideration.

Request New Forum

If you have an idea for a new Forum within a Community, please use the Request New Forum button.

Personal Information

District/School/Organization:

New York City Department of Education

🗱 Cancel

Your request has been sent to the appropriate

administrator(s). Thank you.

Submit

Position/Title:

Teacher

1. From the **Dashboard** or **Forum** tab, click **Request New Forum**.



OK

lequest Forum	ا انا ا
New Forum Request	•
Suggested Name:	
New Features	
Purpose: I would like to see a group that discusses the new features of <u>Nilegang</u> . It should highlight new training materials and effective methods for introducing the new tools to educators.	E
Cancel Submit	

- 2. Enter a Suggested Name for the Forum.
- 3. Enter the **Purpose** of the **Forum**.
- 4. Click the **Submit** button.

•

5. Click **OK**. The **Request** will be sent for consideration.





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