NCSS commons

NCSS Commons: Getting Started

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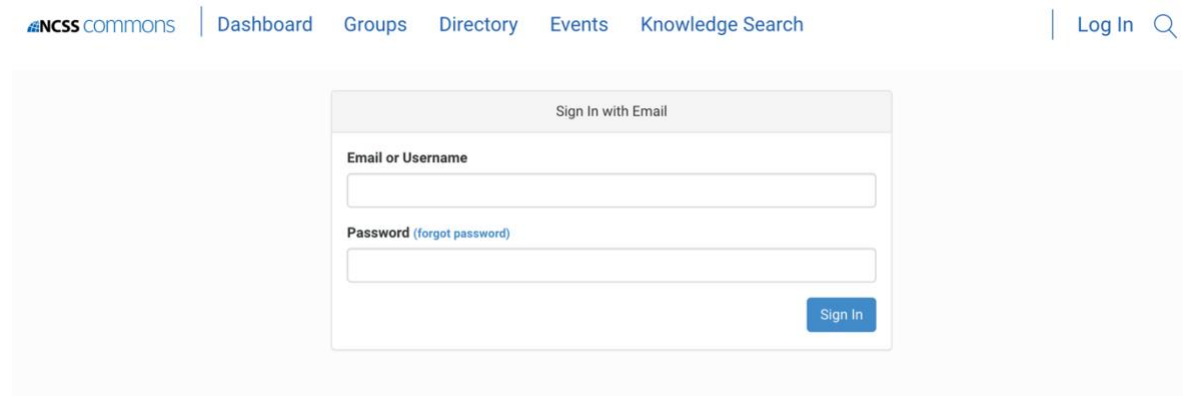# Accessing the Portal

Logging In

You will be able to log into your community using the credentials used to log into the NCSS Website, www.socialstudies.org.

If you have issues accessing the portal, please contact Tim Daly at tdaly@NCSS.org


Creating Content

Overview

Creating content is one of the most important parts of the online community, so learning what you can create and how to take full advantage of these new tools is vital!

To create a piece of content (post), click the "Create +" button on the top right of any page (highlighted below)
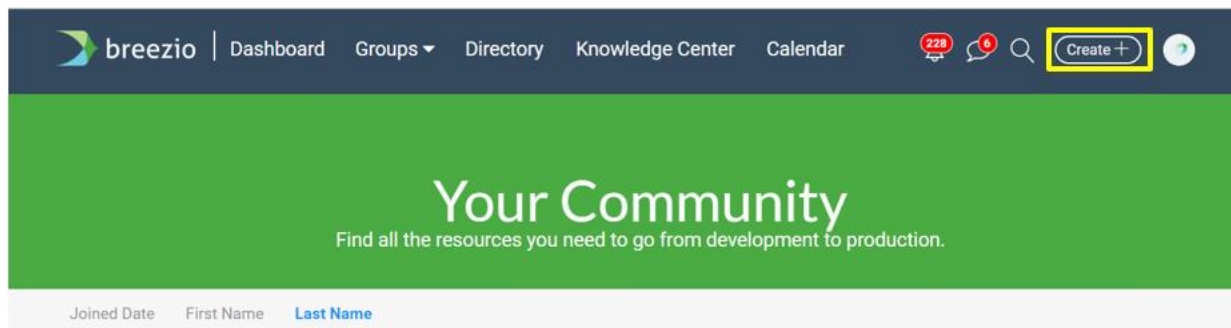
Discussions

Discussion posts are a type of text post in the system. There are two ways to create a discussion post, the first being by clicking "Create +", then discussion (as shown below).
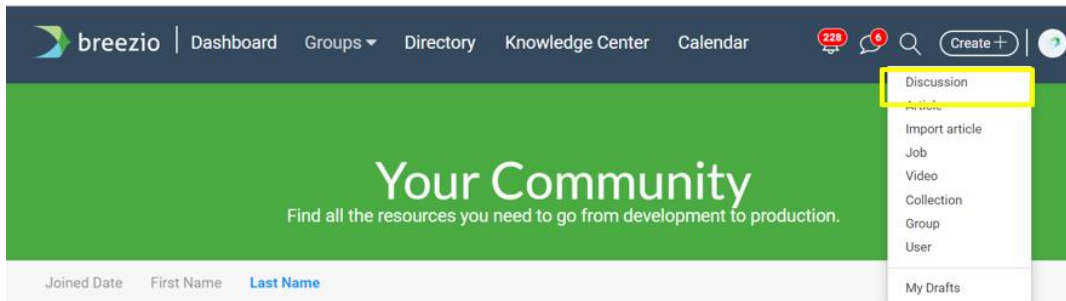
When you click the discussion button you will be brought to the page seen below. A walkthrough is detailed below the image.

1. **Title:** This is where you can add the title of your post
2. **Subtitle:** Add a subtitle to your post
3. **Tags:** These short labels can be added to a post to categorize it and help users when searching for a post
4. **Body:** This is where you can ask your question, put resources, start a conversation, etc…
5. **Editing Options:** Use these tools to help build out your discussion. Here you can embed things using and HTML embed code, change formatting, add images, hyperlink text, build lists/tables, etc…
6. **Posting:** Once you are finished creating your discussion, select the group you would like it to go to. To post the discussion click "Post"! You can also click "Save Draft" if you are not ready to post yet.

The other way to create a discussion is by using a quick post box (see below). These may be available on select pages in your community. Posting a discussion here is the same as posting using the "Create +" button, the difference is that the quick post box is quicker and easier in certain situations.
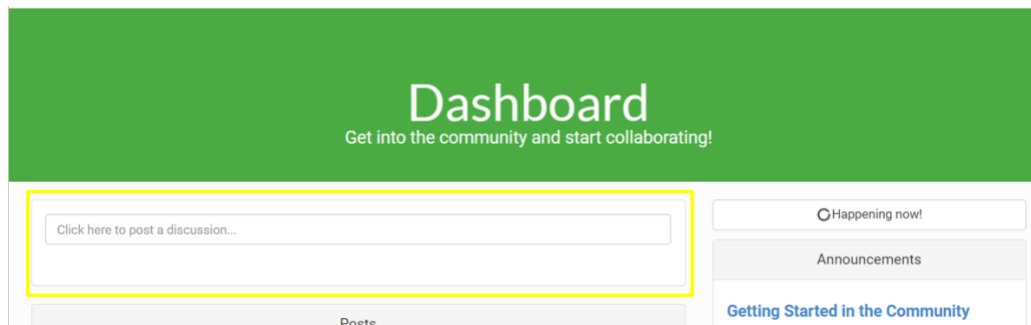
Create an Article

When it comes to creating an "Article" it is no different from creating a "Discussion", it's just that this post will be categorized as an article. If you need clarification on when to post a discussion vs an article, ask your portal administrator.

Import an Article

If you are looking to share an article with the community, we recommend that you use the "Import Article" feature in the dropdown menu of the "Create +" button. This will automatically bring the article on the other website in as a post in the community and reference the article for you.

To import an article, copy and paste the link to the article you want to post, select the group you want it to go to, and click "Import".

Enter the url here we'll do the rest!

Link of the article

https://blog.breezio.com/community-platforms-are-needed-now-more-than-ever

Organization

Breezio Group   × ▾   ☐ Private

We'll attempt to import the content from the 3rd party website based on the url entered and generate the article automatically. You'll have a chance to review the article before publishing it.

Import!

We suggest that you review the imported post to make sure everything is there and formatted correctly. When you are ready to post, click "Post".
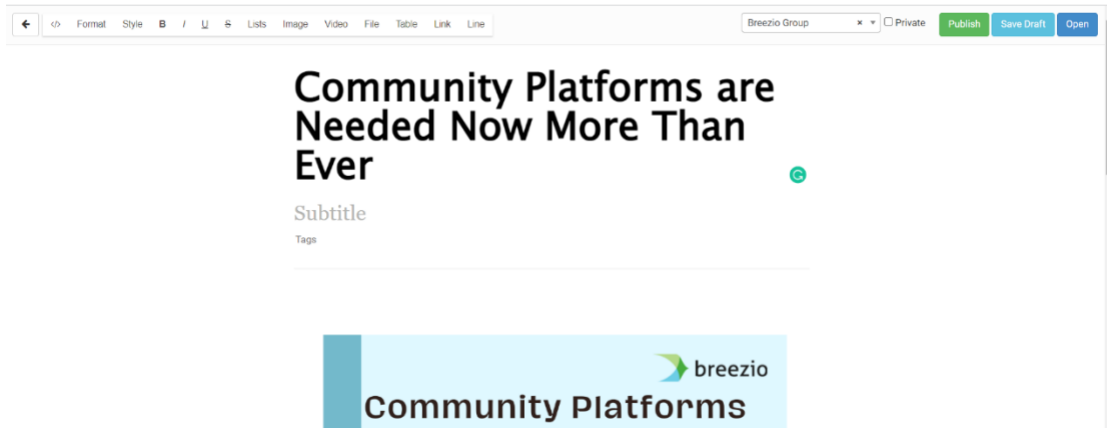
Disclaimer: Not all articles can be imported.

Create a Job

To create a job, click the "Create +" button and select "Job". This will drop you on a page that tasks you to fill out the Job post's fields. Fill in all fields that apply, fields left blank will not show on the final post.

When posted, your job will look something like the picture below

Bonus: If you've posted a job, you can see all users that have marked themselves as "interested" by clicking the "Employer's Dashboard" on the left-hand menu.
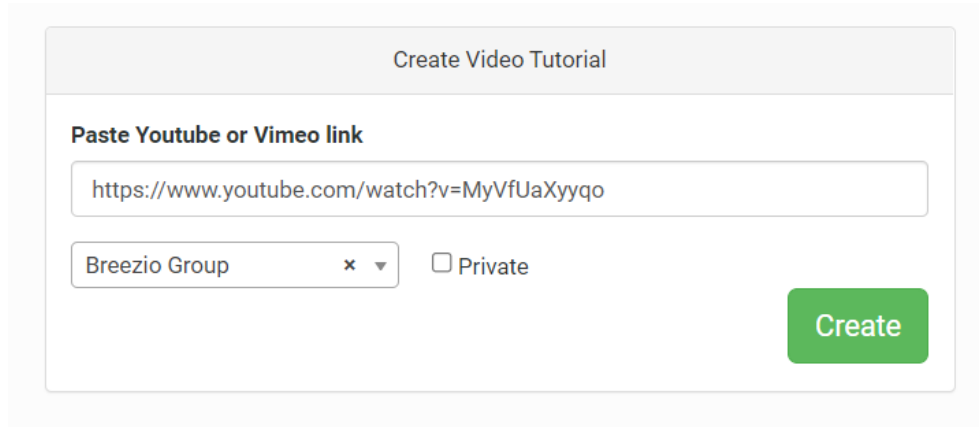
Call for Live Tweeters--Physicians and Hospitals Law Institute

Interested Users

Username	Join Date	Full Name
BreezioInfo	2018-07-10T14:26:57+0000	Breezio Info
slschwinn	2020-07-10T17:02:03+0000	Stephen Schwinn

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Create a **Video**

Click "Create +" then "Video" to import a YouTube or Vimeo video. All you have to do is copy the YouTube or Vimeo link, paste it into the box shown below, select the group you want the post to go to, and click "Create".
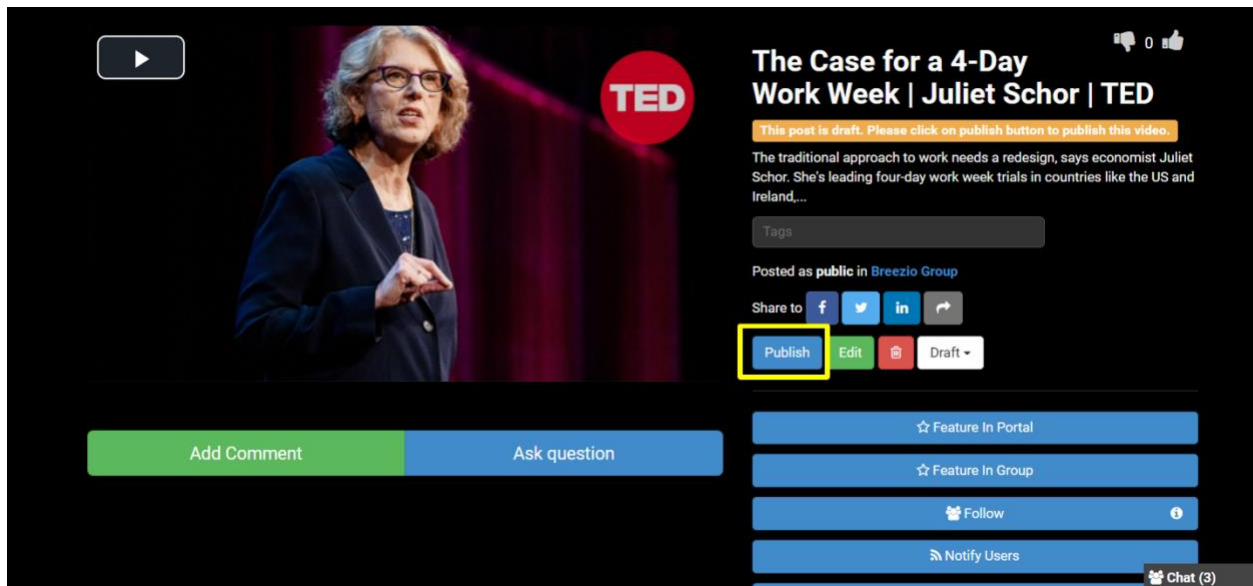

You can edit the title and subtitle of the video, as well as add tags to help users find the resource. Once you are ready to post, click the "Publish" button highlighted below and the video will be posted!

Create a **Document**

To upload a document to the system you first must go to the group you would like to post the document to. On the right-hand side of the main group page, there should be an option to drag and drop or click to upload a file (see below):
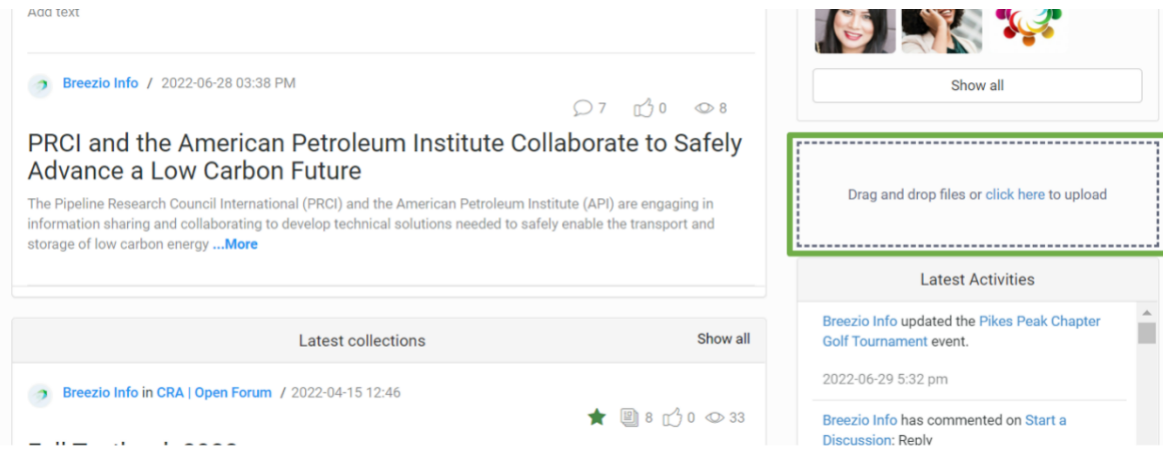
The system accepts all common file types including PDF, PNG, JPG, Word, PowerPoint, Excel, etc… but there is a max file size of 20 MB, so be mindful of the size of the document you are uploading.

Tip: If you are uploading a file and you want other users to see & interact with the file without having to download it, try uploading a PDF!

Create a Collection

To create a Collection, click "Create +" and select "Collection". This will drop you on the page below:
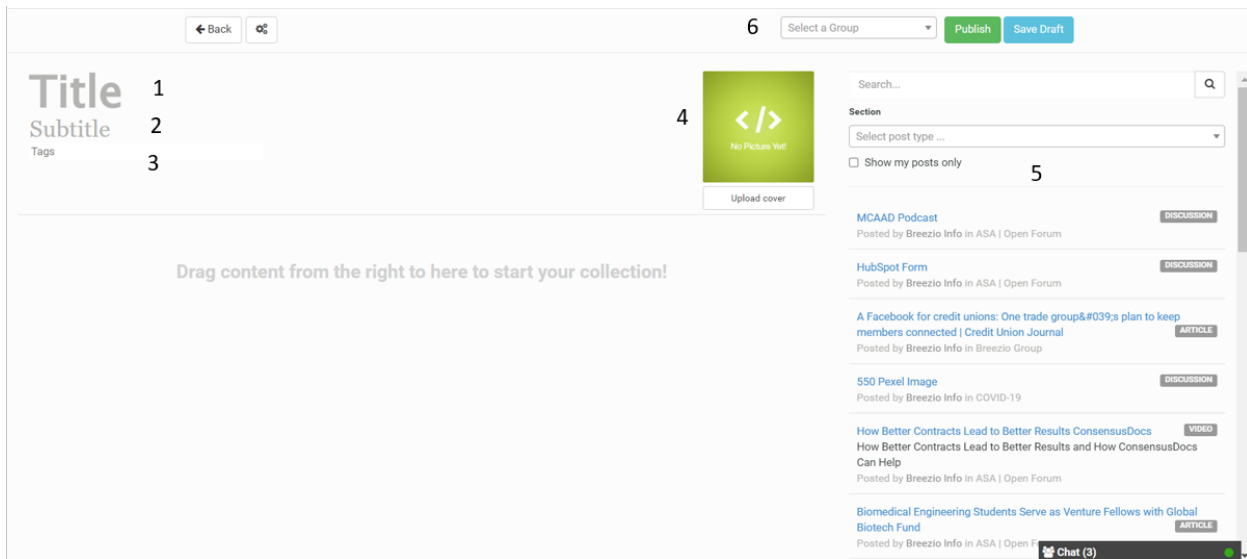

1. Add a title to your collection
2. Add a subtitle to your collection
3. Add tags to your collection
4. Brand your collection with an image
5. Fill your collection with created posts found in section 5 by dragging the post and dropping it in the area on the left labeled "Drag content from the right to here to start

your collection!". You can re-organize posts in the collection once on the left, and indent posts under other posts. In section 5 you can also search by keyword for posts, sort by post type, and click the box "Show my posts only" to bring up posts you have contributed to the community.

6. Once ready you can select the group and click "Publish" or click "Save Draft" if you'd like to save your progress and finish it later.

If you have done all these steps your collection should look something like this:
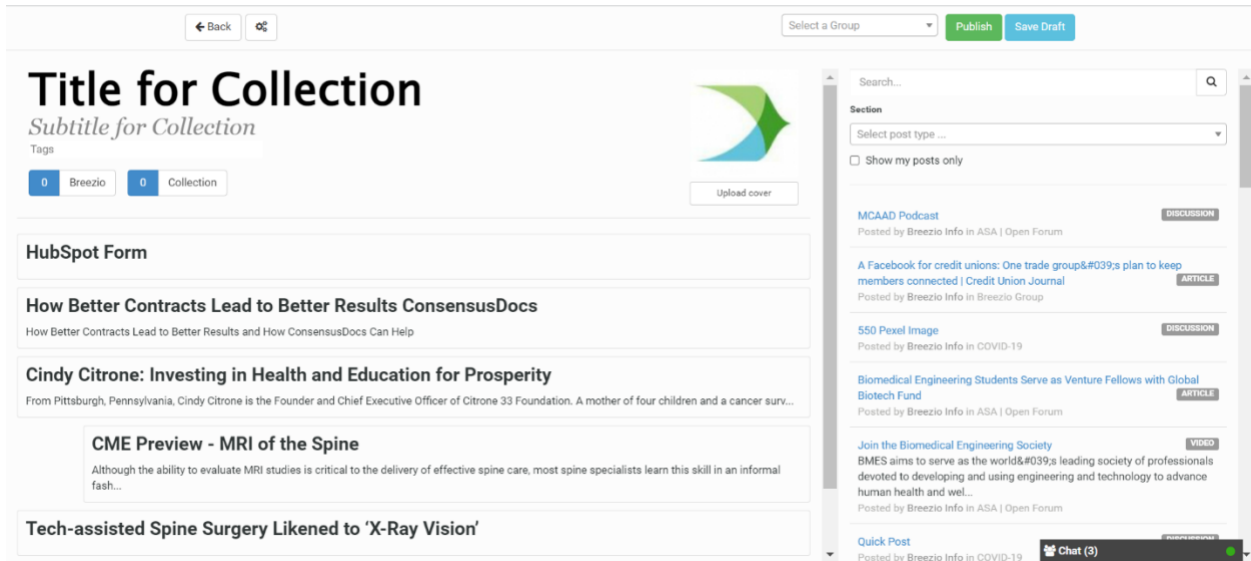

When posted, users will be able to see and interact with the collection of resources you have built out!
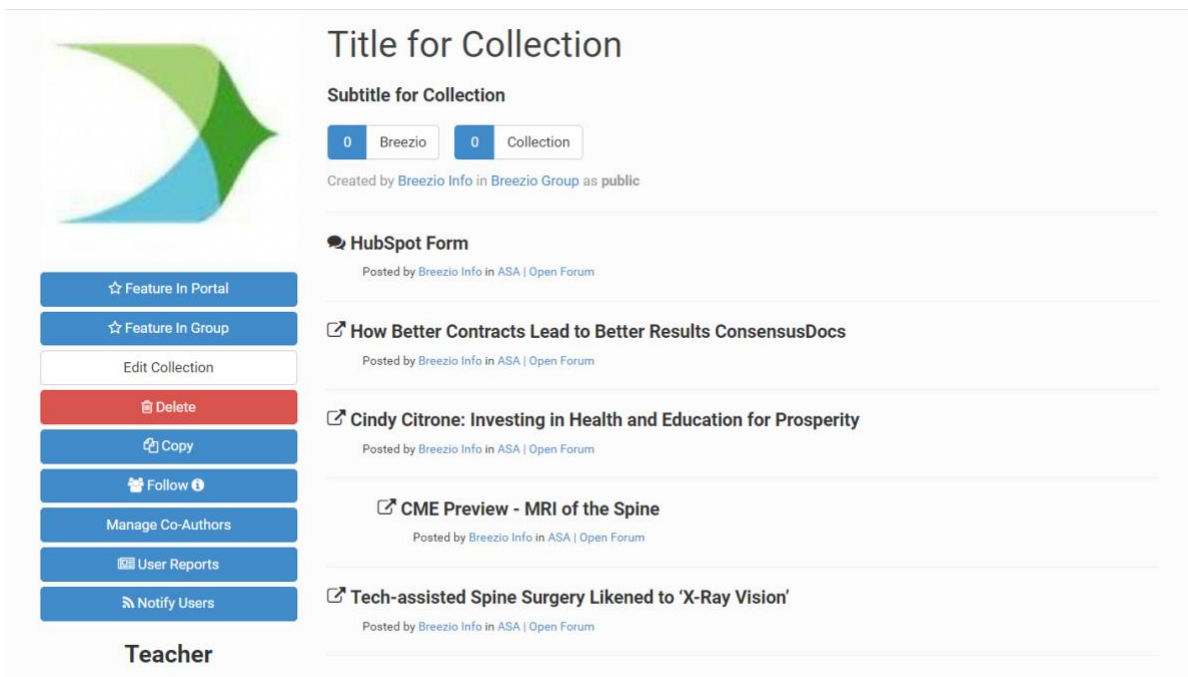
Collections are a great way to store resources, build lessons, show posts you have created yourself, and much more!

Content Panel

The content panel is where you can find options around a piece of content that do not include commenting or the post itself. This can be found on any post type, often being on the left side of the post as you scroll down.
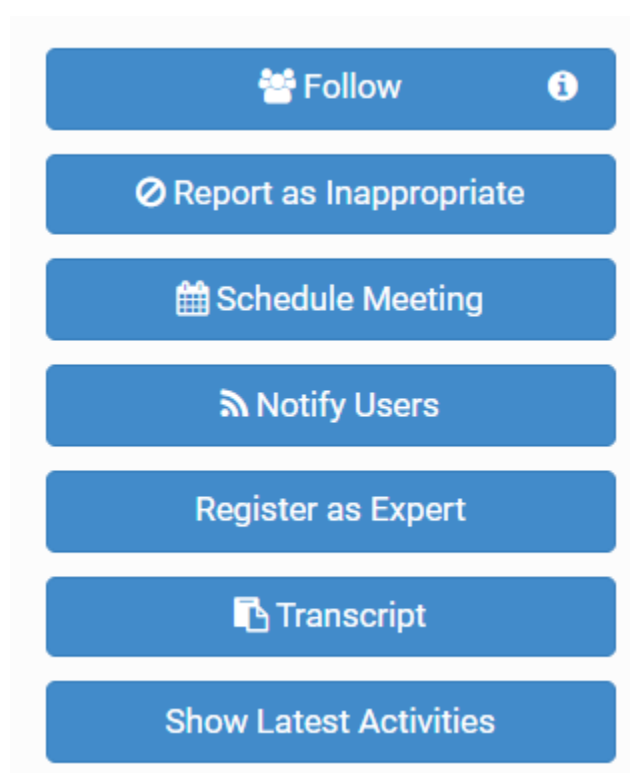
You can find a description of each button's function below:

- **Follow:** By clicking this, all updates with this piece of content will be added to your email digest if it was not in there already. This will also add the piece of content to the "Followed Content" tab on your user profile.
- **Manage Co-Authors:** If you created this post this button will appear. This allows you to invite users to a piece of content and grant them different levels of access to it (Viewer, Editor, etc...). An interesting thing about this is that you can add co-authors to pieces of content that are still in "Draft Mode", which means you can work on a post together without it being posted yet.
- **Co-Authoring Request:** If you didn't create a post, then this option will appear in your content panel. You can request access to edit the post by clicking this button.
- **Copy:** This button may or may not appear based on your level of access in the system. Using this, you can copy the content over to one or as many groups as you'd like. Users can only copy content to other groups that they have access to. Copying content will

take the most recent version, remove the comments, and create a new post in the groups selected.

- **Report as Inappropriate:** This will "Flag" the post and send an instant email notification to admins that something needs to be reviewed.
  - *NOTE: Users can also report comments as inappropriate by clicking the three dots on a comment and selecting "Report as Inappropriate".*
- **Schedule Meeting:** This creates an event around a piece of content.
- **Notify Users:** After clicking on this button, a form will pop up asking you to fill in a message that you want to send to other users. This sends instant email <u>notifications</u> to select individuals, notifying them of the post.
- **Register as Expert:** This will make your profile visible as a part of the content. It is commonly used when a user sees a piece of content that is talking about a specialty of theirs, and they will click it to make themselves available as an additional resource on the topic.
- **Transcript:** This will open a tab where you can see comments woven into the content itself. From this screen you can print the page or save it as a PDF.
- **Show Latest Activities:** This will open a section at the top of the page that will show the most recent <u>activity</u> on the post.

Interacting with Content

Commenting

On any post type there will be a section at the bottom where you can leave comments. This comment section works a lot like a Facebook comment section, where you can leave a comment, reply to other comments, like comments, @ mention other users, and attach files to your comment!

Text Posts (Discussion, Article)

On text posts you will be able to comment at the bottom just like any other post type, but you can also leave "inline" comments. To open a paragraph's comment section, hover over the right side of a paragraph and click the comment bubble that shows up (see below).
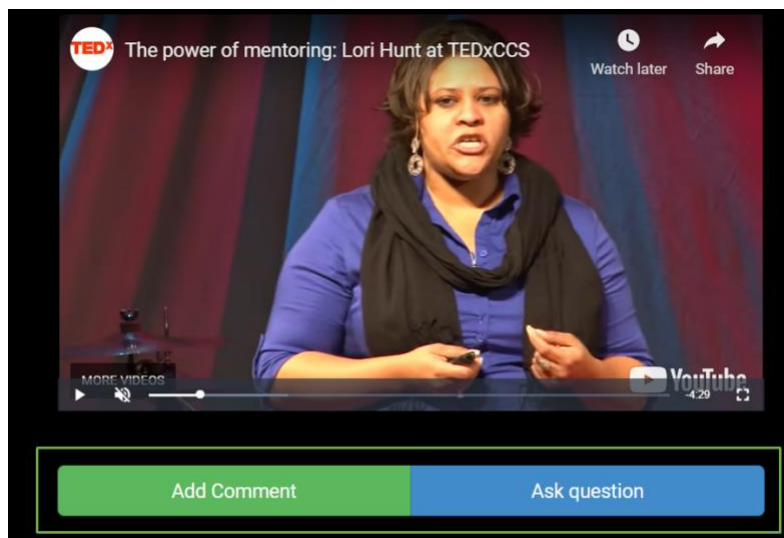

Simply click the comment bubble to open the inline comment section.
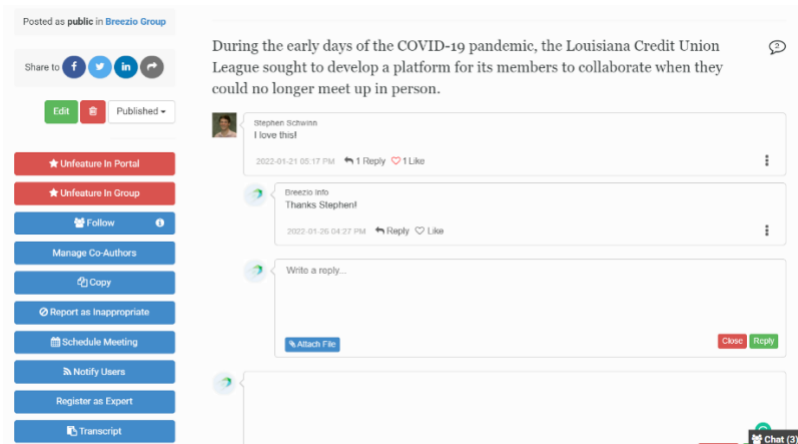
Videos

Just like any post you can leave a comment on a video. If you have a comment on a specific point in a video, click either the "Add Comment" or "Ask Question" button beneath the video player (see below).
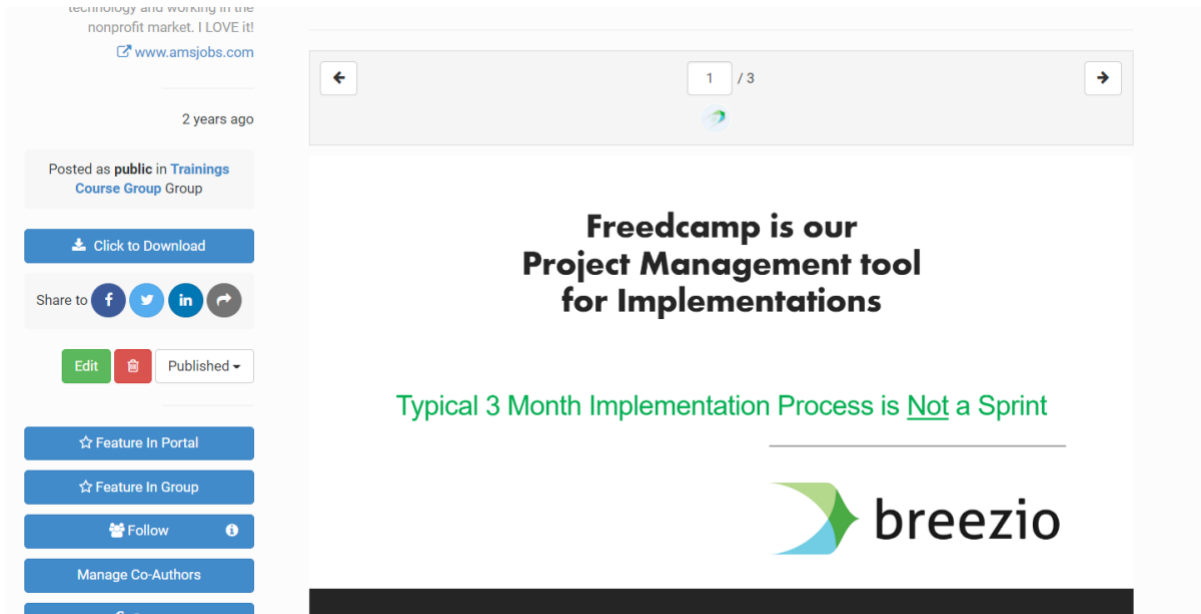

When you click one of these buttons, it will timestamp your comment with where you are in the video.

Note: You can easily skip to the referenced section of the video by clicking a timestamp.
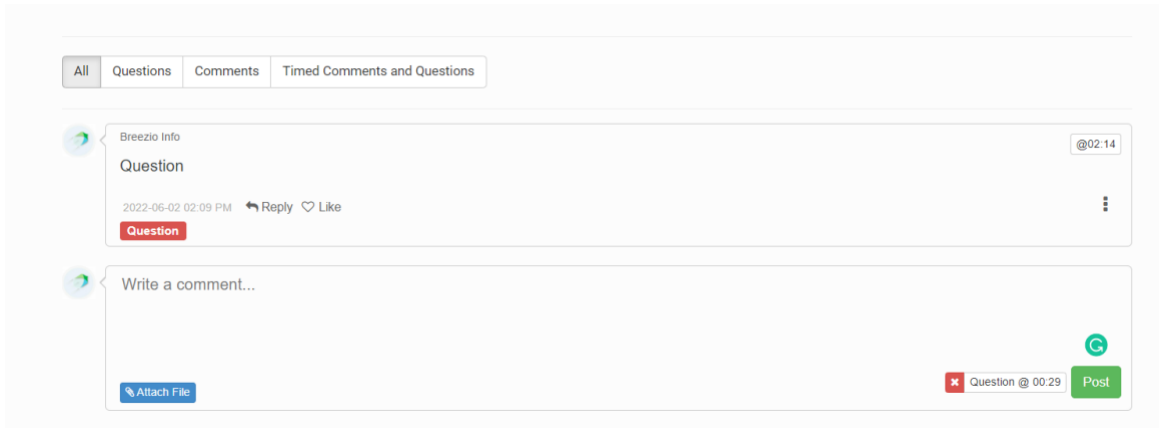
PDFs

The system has a built-in PDF viewer that gives other users the ability to see and comment on the resource right in the portal.


To move to the next page in a PDF, simply click the right or left arrow above the document. You can also type in the page number you want to go to in the box above the document listing what page you are currently on, and when you click the enter button on your keyboard you will be taken to that page of the PDF.

We recommend uploading PDFs to make interacting with the file easier for other users!

Collections

From a Collection's main page, you can select any of the resources to be brought to the original post. Remember, these posts aren't unique to the Collection, they are just a different way to access the original resource.
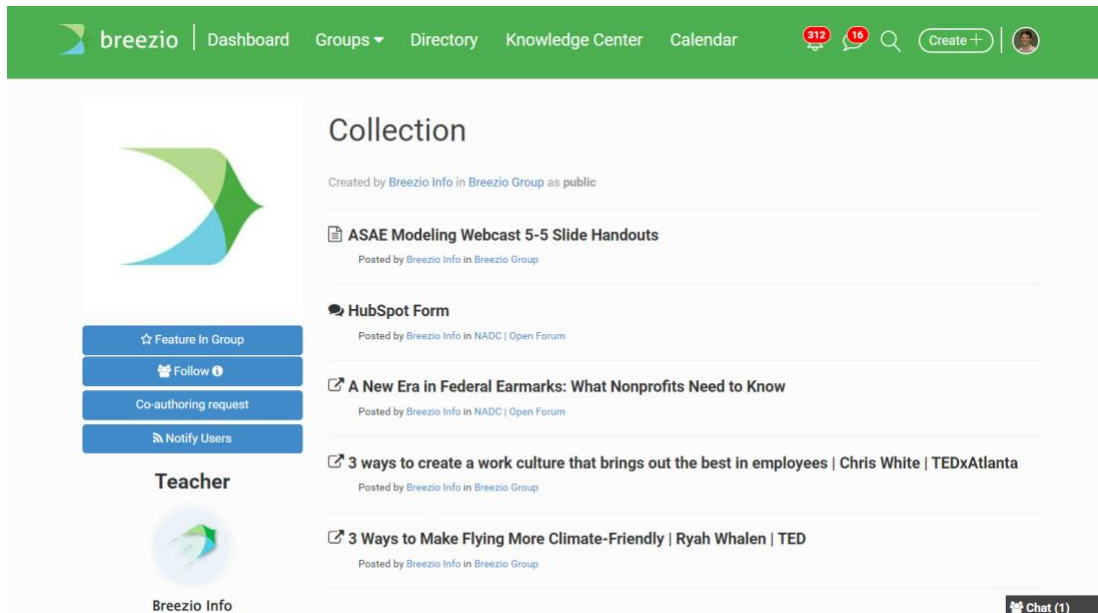
Once inside the Collection, you can hover over the icon on the left-hand side (see below) to open the Collection and skip ahead to other resources.

You can also hit the "Start Learning" button to track your progress through a Collection. That way, you can always pick up where you left off!
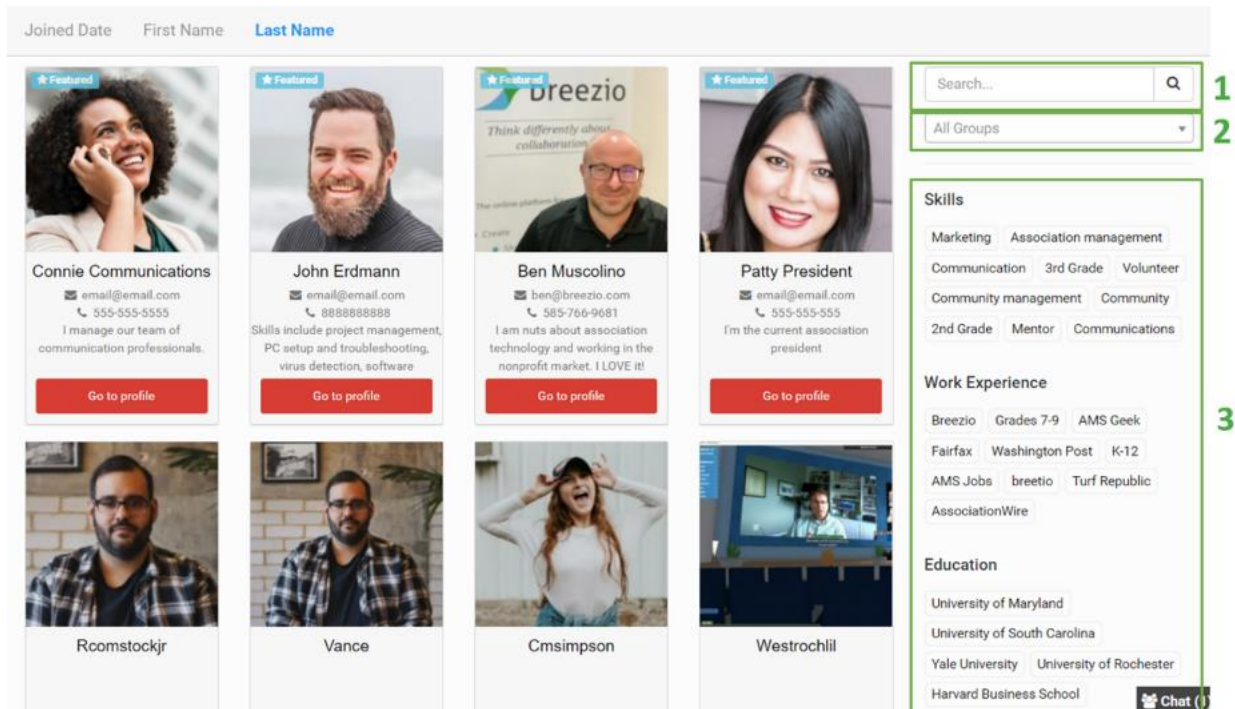
Search

There are a few different search pages in Breezio, let's go through them!

Directory

The Directory is where you can go to search for other individuals in the community.
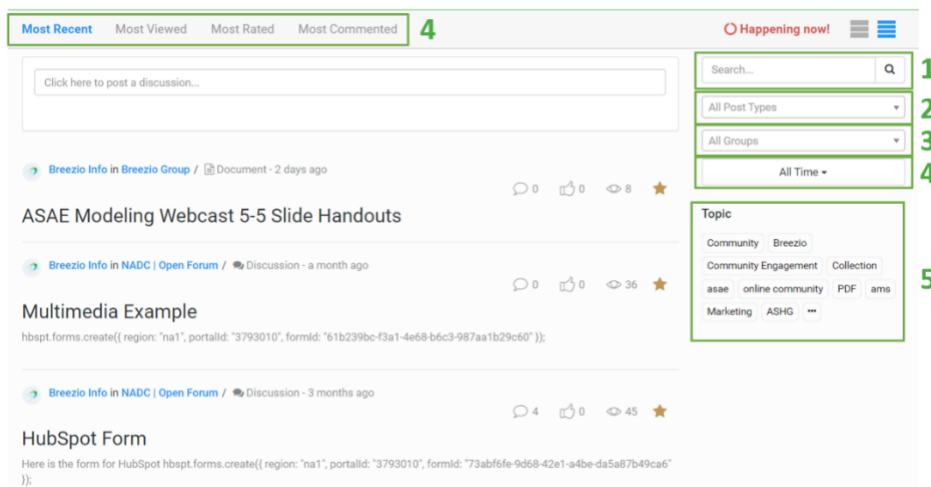
You can search for users in the following ways:

1. **Keyword:** This will scrape all profiles searching for this keyword. This can be a location, job title, name, or any other fields on a user's profile.
2. **Group:** This will let you search for users within a group that you have access to.
3. **Tags:** Click on a tag to search for all users labeled with that tag.

Knowledge Center

The Knowledge Center is a great place to search for all the posts that you have access to. You will not be able to search for posts in private groups that you are not a part of.

You can search for posts in the following ways:

1. **Keyword:** This will scrape all pieces of content that you have access to, searching for this keyword. *Note: This does not search within the content of a document or video, it will only search for the title, subtitle, description, and tags.*
2. **Post Type:** Click the dropdown to select a post type to search by.
3. **Group:** This will let you search for content within a group that you have access to.
4. **Popularity:** Select "Most Recent", "Most Viewed", "Most Rated", and "Most Commented" to search for popular posts. You can also select to search within a specific time by clicking the "All Time" button on the right.
5. **Tags:** Click on a tag to search for all content labeled with that tag.

Events

On the Events page you can find all the events you have access to. On the events page you can:

1. Sort by Upcoming or Past Events
2. Sort by Group
3. Cycle through months

Interacting with People

Chat

There are a couple of ways to chat another user in the system. When on a user's profile, you can click the "Message" button, to start a "general chat" with that user.

The general chat will be a constant conversation you have with another user. You have a couple of options when it comes to accessing your general chat with another user after initiating the conversation on their profile.

The first would be by clicking your chat bar (see below). This will open a list of every user you have initiated conversation with already.

You can also head to your Messaging Center by clicking the message icon in your navigation (see below) to see all chats you have had in the past.
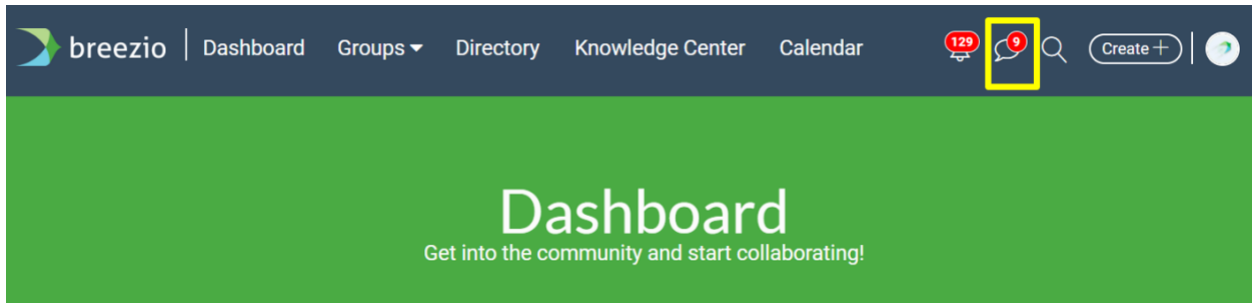
You can also initiate a "Content-Specific Chat" while on a discussion or article with another user. You can do this by clicking on a user's icon while you are in a post together.
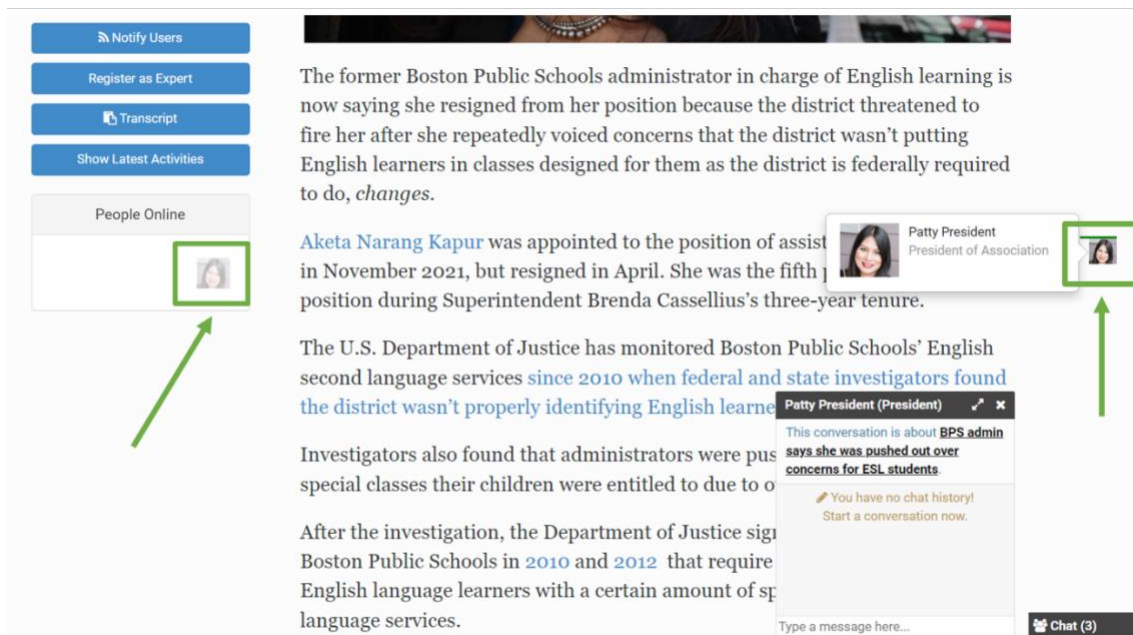
You can see that the chat box that was opened says that "This conversation is about", then it highlights the name of the resource we were in when we started the conversation. That way, when searching for a conversation you had around a post, you just have to look for the chat that is linked to that post.

Note: You can find both general chats and content-specific chats in your Messaging Center.

Profile Settings

Edit Profile

To edit your profile, simply go to your profile by clicking your icon in the navigation and selecting "My Profile". Once there you will be able to click the "Edit Profile" button (see below).

This will drop you on a page where you can do things like edit your name, bio, profile picture, and all other profile-level fields.

On the left-hand side you will see a "Personal Settings" menu. This is where you can also go to update your password and notification preferences.

Tags

Tags are a great way to label yourself in the community and help other users find you in the Directory. To label yourself with a tag, go to your profile, scroll down to the tagging section, type in a tag, and click enter on your keyboard.

SKILLS

Enter Breezio's skills

`1` Online Community   `1` Community   `1` Engagement   `1` Volunteer   `0` Mentor

WORK EXPERIENCE

Name companies Breezio worked in.

`0` Breezio   `0` Tag   `0` Charlotte

EDUCATION

What schools has Breezio attended?

`0` University of South Carolina   `0` University of Rochester

When typing in a tag the system will suggest other tags that have already been created by other users. We recommend clicking a relevant tag if it is already created to make searching for you easier in the Directory.

Glossary of Terms

Activity: This is the generic term for any new creation of information in the community. Examples: new posts, new comments, event posts, editing of past posts, etc.

Article: Document or webpage used for collaboration.

Collection: Grouping of content arranged together on specific topic or narrative. Sometimes used as a repository for resources

Comment: Any additional opinion, observation or remark added to an existing post.

Dashboard: This is the homepage for users to enter their respective workspaces
This is the personal homepage for each user.

Discussion: Content type created to begin a conversation. Generally, this would be text heavy but can also include images, files, embedded content (videos, polls, social media posts).

Document: File of any type shared with the community. Note: the system can preview .pdf and image files but cannot preview .doc, .xls, or .ppt file types.

Chatting/Messaging:
In portal module that allows users to message one another directly. Currently, this module only allows one to one chat/messaging

Notification: A communication from the system informing the user of activity in the community. There are two forms of notification: Email and in-portal.

> Email - Based on the user's profile setting, the community sends an email to the user when activity occurs in the portal. The emails can be set to send immediately or in intervals (hourly, daily or weekly).

> In-Portal: On the user's dashboard page at the top, there is a bell icon. Clicking on the icon will report all new activity that the user is allowed to see.

People: List of all members to whom a user is connected.

Post: Any type of content that has been added to the community (e.g., discussion, video, document, imported article, or comment).

Threads: Multiple comments originating from a single post or comment.