Welcome to the online community! This is intended to serve as a portal for collaboration focused on facilitating communication between NWAIS member school employees and school board members.

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Logging In

You can either sign in from your profile at nwais.org or at discover.nwais.org, as the accounts are one and the same.

**Website profile:**

![Website profile screenshot]

**Discover site:**

![Discover site screenshot]
Dashboard

Dashboard is the first page displayed to the users every time they log in. From this page, a user can immediately view all recent content that the user has permission to view.

Also note that you will have messages and system notifications at the top that haven’t been viewed online since your last login. Click on either icon to view.

To immediately start adding content to the online community, click on the Create+ button. This will give the user the choices of content types the user can create.

Groups

Groups are the discussion spaces that a user already belongs or could possibly join. Clicking on Groups in the main navigation will bring you to a complete listing of all group spaces.

There are several ways to find the groups you belong to:

1. Scroll through the Groups page and identify those groups with Author included.
To enter your group from the Groups page, click on the “Go to page” button on the group.

2. Go to your Profile, and select Groups from the menu.

3. Go to your Profile, select Edit Profile, and select Groups from the menu.

The following image is an example of a group page:
1. To create content within a group, select **Create +**, similar to the Create + button in the main navigation. The system will automatically auto-populate the group you are currently in.

2. Latest Posts displays all content created for this group from the group members.

3. Upload documents using the document upload module. You can choose to find the document on your computer or you can drag/drop the file onto the module.

If you belong to multiple groups, click on the Favorite button in the open group in order for it to display at the top of the Groups page.

**Note:** If you do not belong to a group, you can go to your [NWAIS profile page](#) and join or request to join a group.
Discussions

To create a new discussion thread,

In the main top navigation, click on Discussion under the Create + button or from the Welcome page.

1. Add the title of the discussion
2. Create tags if applicable (Examples: assessment, technology, COVID). Type in each word and hit "Enter" to create each new tag
3. Type in the text of your discussion in this area
4. Choose the group that the discussion will be posted to.
5. Click on the Private checkbox if you want the discussion to be only viewable to members (Only applicable to public groups. The private checkbox will automatically be checked if the group is private)
6. Click on the Post button to make the discussion live or click on the Save Draft to save your content for later editing or posting.

To view the new discussion, click on the Open button on the discussion creation page.

You can also view the new discussion listed on the homepage of group that it was posted.

Click on the discussion to view the full discussion thread.
To create a new article, in the main top navigation, click on **Article** under the **Create +** button.

The article is created on the following page:

1. Add the title of the article
2. Create tags if applicable. Type in each word and hit “**Enter**” to create each tag
3. Type in the content of your discussion in this area. (Please note the formatting tools at the top of the page.)
4. Choose the group that the discussion will be posted to.
5. Click on the **Private** checkbox if you want the article to be only viewable to members (only applicable to public groups)
6. Click on the **Post** button to make the article live or click on the **Save Draft** to save your content for later editing or posting.
To view the article, click on the **Open** button on the article creation page.

You can also view the new article listed on the homepage of the group that it was posted. Click on the article to view the full content of the article.

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**Import Articles**

The online community allows the import of videos that are hosted on YouTube and Vimeo only.

To import articles from outside the community, go to the **Create+** button and choose **Import Article**.

On the next page, add the article information.
1. Copy the link of the webpage
2. Choose the group that the article will be posted to.
3. Click on the **Private** checkbox if you want the video to be only viewable to the group members (only applicable to public groups)
4. Click on the **Import** button to make the video live on the community Please note: Creating the video page does not publish the video live
5. Upon import of the article into the group, the user can add tags

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**Profile**

While basic information is already included, to view and edit your community profile, click on the icon with your initials in the top main navigation.

Click “My Profile”. Fill out any information about yourself. There are several text options available to fill your profile that you may keep in your community or customize.
Some helpful additional options:

- Bio
- Picture

Notifications

Notifications are the emails that the user will receive when any content is created, edited or deleted.

To change the frequency of the notification that a user receives, go to your user icon and choose Account Settings or via My Profile.
You can choose a digest of all notifications in immediately, hourly, daily, or weekly intervals. Note that As-it-happens will send an email for every new piece of content including comments.

The Mentions and messages notification setting is used if a person is @mentioned in a comment or a chat.

Click on **Save Changes** button to save any edit to the settings.
Private Chat

At the bottom of every page is a private chat box. This shows how many people are currently online in the community that you have chosen to follow and your status.

Clicking on the box will expand the box and display users that you have chosen to follow.

Each person on the list will have a status flag as well. Green represents they are online and active. Yellow represents they are logged in but have been inactive in their current session for 30 minutes.
To begin a private chat, just click on the username and another box will open to start your chat. If the person is not currently online and you send them a chat, they will receive a notification email alerting them to your chat.

**Upload Files**

To upload a file, you must go to the group that you want the file to reside. Once in the correct group, scroll down the page. There is a module on the right for uploading files. You can drag and drop a file into the module or click on the link to find the file on your computer. Once uploaded, the system will present your file in the window.

Please note: The system is capable of previewing PDF and image files but Word, Excel, Powerpoint document are not viewable in portal. You must download the file to your computer to be able to view those file types.
Creating Collections

1. To create a resource collection, go to the group and under the Create+ menu in the subnav, choose Collection

2. Name your Collection in the Title field

3. Add all the content by dragging and dropping content from the right menu to the left.

4. Click the Private checkbox if you only want the post to be visible in your group
**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. It consists of workspaces, Announcements, and Things to Do.

- Announcements – Global messaging from the site administrator
- Things to Do – List of call-to-action items for users
- Workspaces - These are the group spaces to which users are subscribed.

**Discussion:** Content type created to begin a conversation. Generally, this would be text heavy.

**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

**Dashboard:**
**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.