



NWAIS Online Community: Getting Started User Guide

Welcome to the online community! It is intended to serve as a portal for facilitating communication and collaboration between NWAIS member school employees and between member school board members. Just click on each topic below to view feature directions. Contact tech@nwais.org with questions or for additional help.

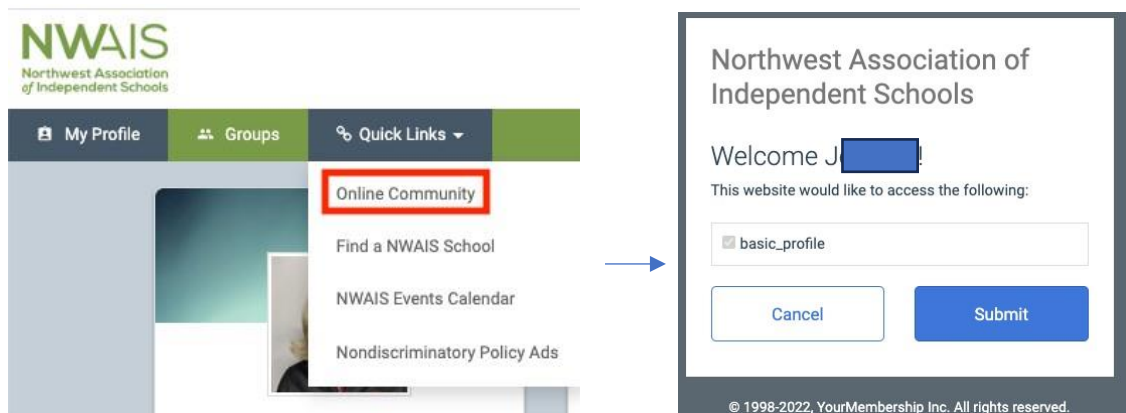
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Logging In

You can either sign in from your member profile at nwais.org or directly at discover.nwais.org, as the accounts are accessible via the same NWAIS member profile.

From your NWAIS website profile:



Directly at the discover.nwais.org site:



Northwest Association of Independent Schools

Username

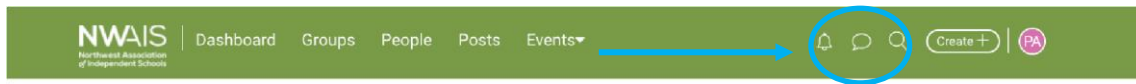
Password

Sign In

[Forgot your password? Click here.](#)

Dashboard

The top menu is where you can access your profile, the community and its online tools. From the Dashboard you can immediately view all recently posted content to your groups as well as public groups.



Welcome to the NWAIS Online Community!

Please connect and share with your NWAIS online community colleagues.

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 you the various choices of content types you can create (discussions, articles, embed a video or a collection).

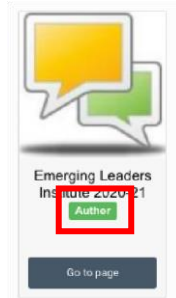


Participate in Groups

Groups are the discussion spaces that you already belong to or could possibly join. Clicking on Groups from 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:

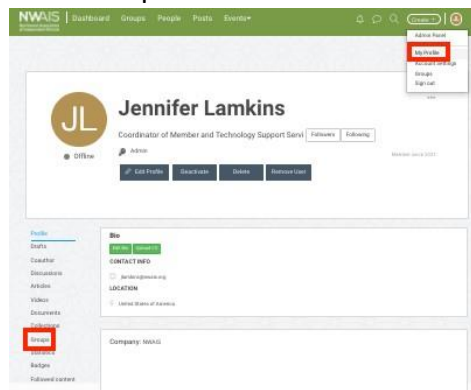
1. Scroll through the Groups page and identify those groups where it's noted you are an Author or a Viewer.



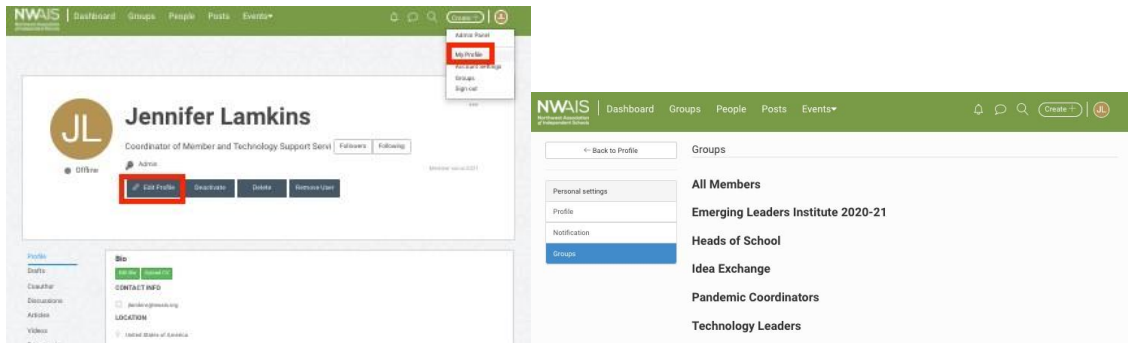
To enter your group from the Groups page, click on the “Go to page” button on the group.



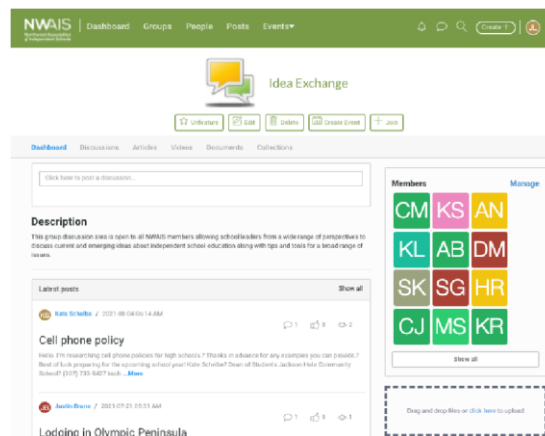
2. Or go to your Profile, and select Groups from the menu.



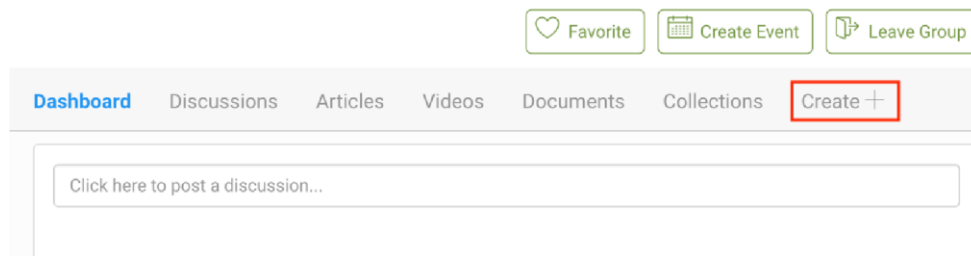
3. Or while in your Profile, select Edit Profile, and select Groups from the menu.



The following image is an example of a group page:



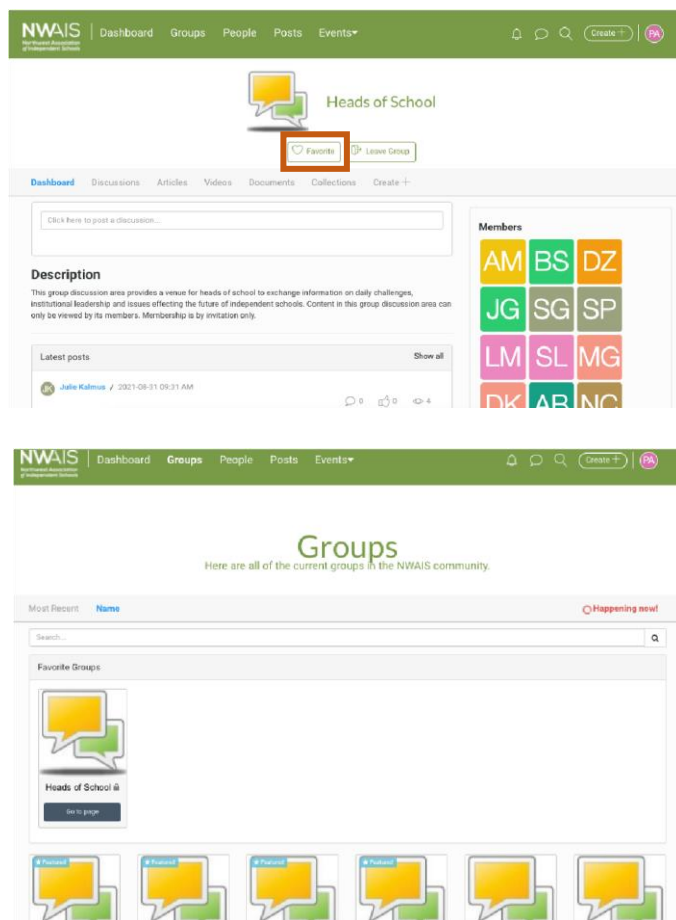
1. The system will automatically auto-populate the group you are currently in with current posts and fellow members.
2. Dashboard displays all content created for this group from the group members.
3. To create content within a group, select **Create +**, similar to the Create + button in the main navigation.



4. Upload documents using the document upload module located on the right panel. You can choose to find the document on your computer or you can drag/drop the file onto the module. Depending on the size of the file, it can take longer to load.

Drag and drop files or [click here](#) to upload
Max File Size is 20mb

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



Note: If you do not belong to a group, you can go to your [NWAIS profile page](#) to join or just request to join a group by emailing tech@nwais.org.

Create a Discussion

To create a new discussion thread, you can either go to the main top navigation and click the **Create +** button or for a simple post, use the quick post option on the Welcome page or on your group page.

The screenshot shows the NWAIS Online Community interface. At the top, a green navigation bar contains the NWAIS logo, links to Dashboard, Groups, People, Posts, and Events, and a 'Create +' button highlighted with a blue box. Below the navigation bar, a large green heading reads 'Welcome to the NWAIS Online Community!' with the subtext 'Please connect and share with your NWAIS online community colleagues.' Below this, a form for creating a new discussion is visible. The form has a title input field (highlighted with a blue box), a rich text editor with various formatting options (Format, Style, Bold, Italic, Underline, Strikethrough, Lists, Image, Video, File, Table, Link, Line), a 'Select a Group' dropdown, a 'Private' checkbox, and a 'Post' button. To the right of the form, there is a 'Happening now!' section and an 'Announcements' section with a welcome message and links to resources.

Remember to add a title, subtitle and tags to make your post easy to find later.

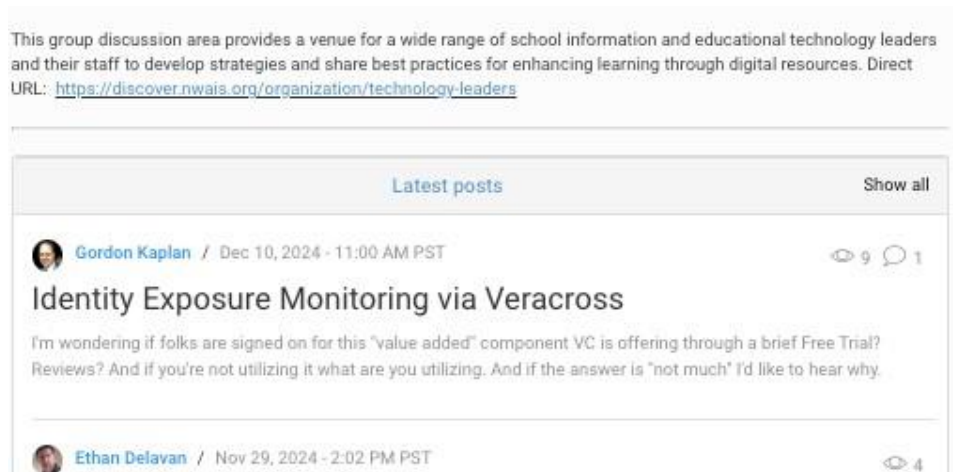
This screenshot shows the discussion creation form with numbered annotations (1-6) indicating key steps: 1. Title (the main title input field), 2. Subtitle (the subtitle input field), 3. Tags (the tags input field), 4. Early Career (the group selection dropdown), 5. Private (the private checkbox), and 6. Post (the post button). The form also includes a rich text editor with various formatting options (Format, Style, Bold, Italic, Underline, Strikethrough, Lists, Image, Video, File, Table, Link, Line) and a 'Save Draft' button.

1. Add the title of the discussion
2. Create tags if applicable (Examples: assessment, technology, DEI).
(Type in each word and hit "Enter" to create each new tag)
3. Type in the text of your discussion in this area
4. Add any files or links.
5. Choose the group that the discussion will be posted to.
6. 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)
7. 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 the group to which it was posted.



You can see how many views and comments, as well as which type of post (discussion, article or document).



You need to click on the discussion to view the full discussion thread.

Create an Article

To create a new article, in the main top navigation, click on **Article** under the **Create +** button



The article has several editing features:



1. Add the title and subtitle (optional) of the article
2. Create topic tags if applicable to make searching for the article easier. 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.) Remember to save draft.
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 of your group
6. Click on the **Post** button to make the article live or click on the Save Draft again to save your content for later editing or posting.

To view the article, click on the **Open** button on the article creation page



Once opened, you can invite co-editors who will be allowed to contribute to your article.



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.

Note: With articles, fellow members can get a transcript (pdf version) or comment in text as well as in the comments section.



Import an Article

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



On the next page, add the article information

A screenshot of the 'Import Article' form. At the top, it says 'Enter the url here we'll do the rest!'. Below that is a section titled 'Link of the article' with a text input field containing a red '1' icon. Underneath is the 'Organization' section with a dropdown menu showing 'Breezio Test (With Term: x)' and a red '2' icon. To the right of the dropdown is a 'Private' checkbox with a checked mark and a red '3' icon. A blue informational box states: '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.' At the bottom right is a green 'Import!' button.

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.
5. Upon import of the article into the group, the user can add tags

Import a Video

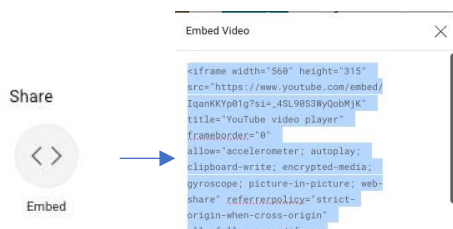
The online community allows the import of videos into discussions and articles that are hosted on YouTube and Vimeo only.

To import a video within a discussion or article post editing window,

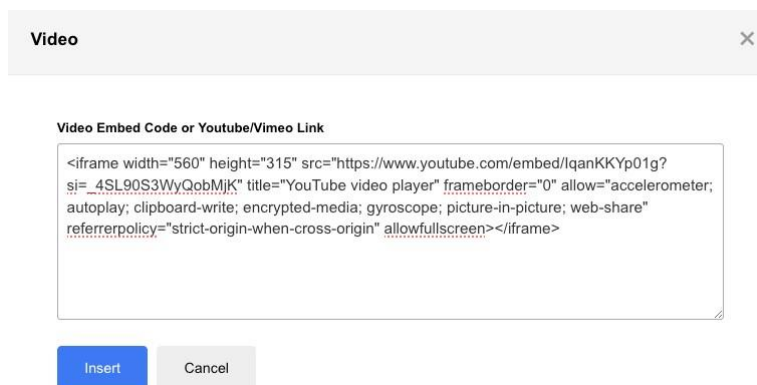
1. Select the location in the body of the post where you want the video to appear.
2. Then select Video in the formatting toolbar



3. Copy the embed code from the Share video option in YouTube or Vimeo

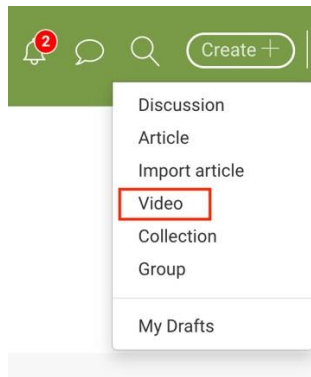


4. Paste the code into the Breezio video window and select Insert.



5. Your video can now be viewed from within your discussion or article posting.
6. Remember to Title, tag and save your post.

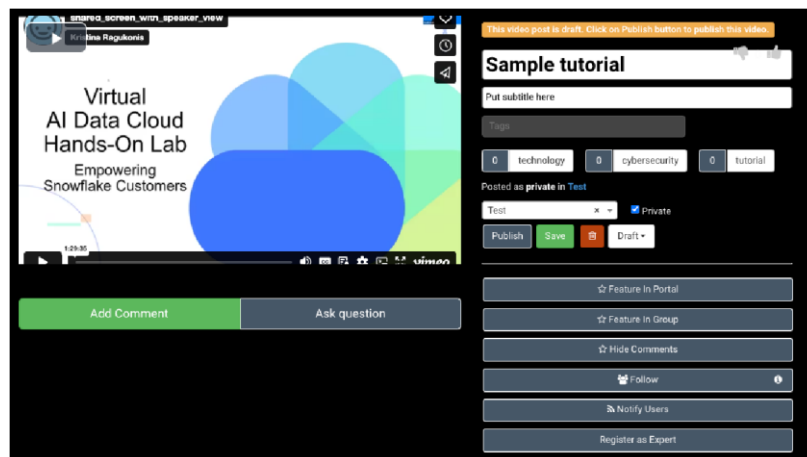
To import videos as a standalone post, go to the **Create+** button and choose **Video**.



1. Copy the link of the video (Vimeo only - YouTube is coming soon)

A screenshot of a form titled 'Create Video Tutorial'. It has a text input field labeled 'Paste Youtube or Vimeo link' containing the URL 'https://vimeo.com/1013186714'. Below the input is a dropdown menu with 'Test' selected and a 'Private' checkbox which is checked. A green 'Create' button is at the bottom right.

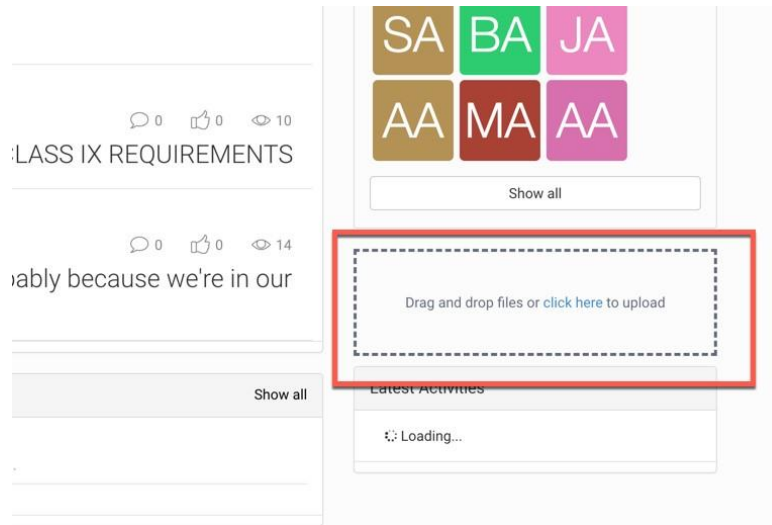
2. Choose the group that the video will be posted to and whether it will be private to the group or not.
3. Click on the **Create** button.



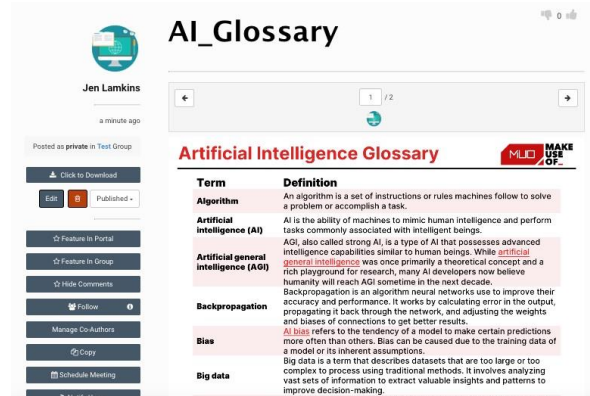
4. Upon import of the video into the group, the user can edit the title, add a subtitle and search tags before publishing.

Post a File

To share a file to your group, you must go to the group where 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

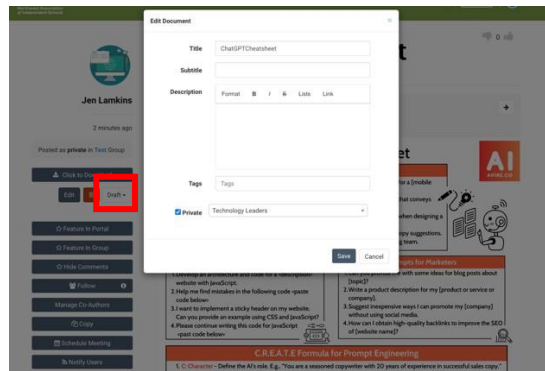


You can drag and drop a file into the module or click on the link to find the file on your computer. Once uploaded, the system will present your file in the window.



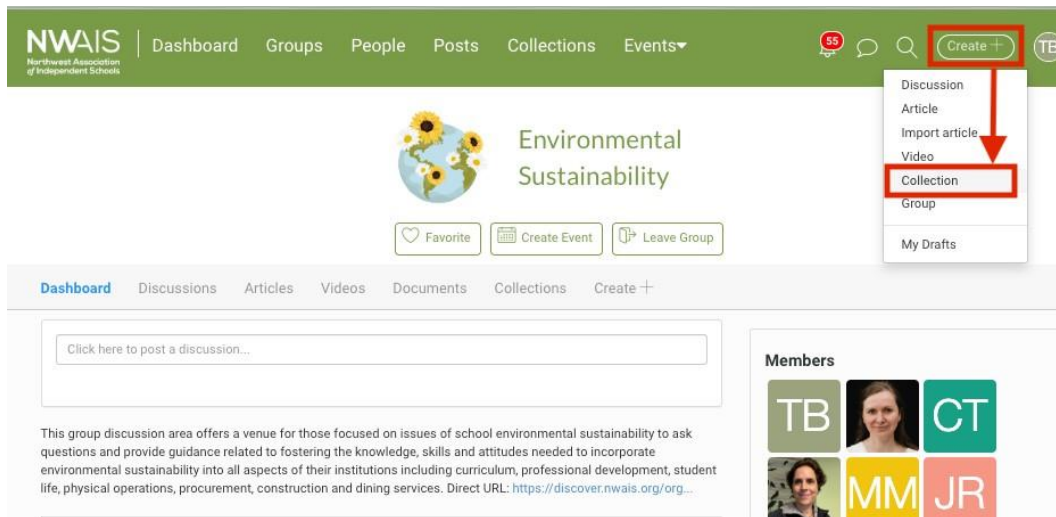
Please note: The system is capable of previewing PDF and image files but Word, Excel, PowerPoint documents are not viewable in the portal. Users must download the file to be able to view those file types.

Once the file is added, you can select Draft and edit the post before publishing. This comes in handy if you want to rename the file name to a title and add a description of the file.

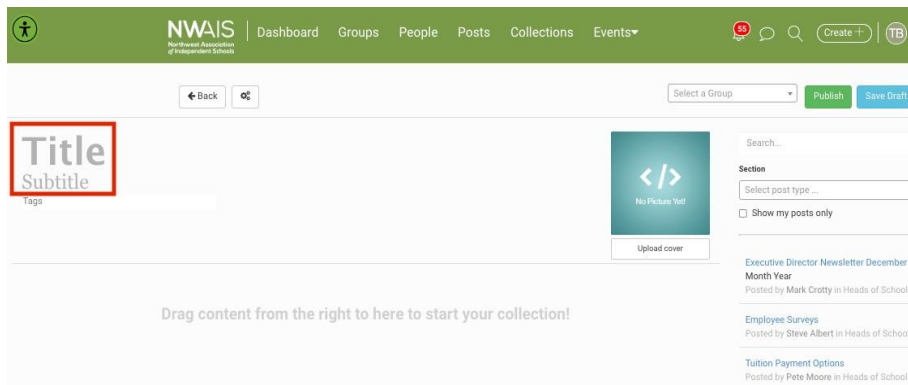


Create a Collection

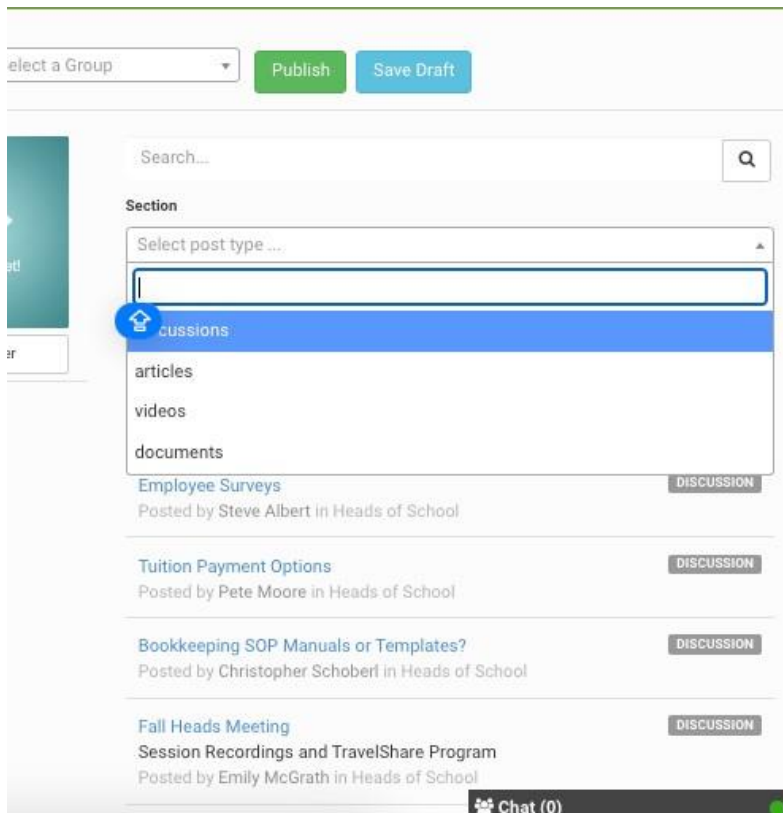
1. To create a resource collection, go to Create+ menu button, choose Collection. Collections are built on existing content but additional independent content can be added via the comments section of your collection items.



2. Name your Collection in the Title field.



3. You can search the content list on the right by article, discussion, document or video



4. Add content by dragging and dropping content from the right menu to the left. (Note: articles, discussions and documents must be created first before you can add to a collection unless you are adding to an existing post within the collection as a comment.)



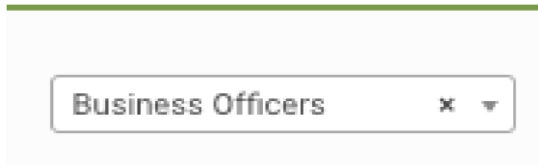
5. This is a good time to Save draft as there is no autosave



6. Organize content by drag and drop or using the indent arrows.



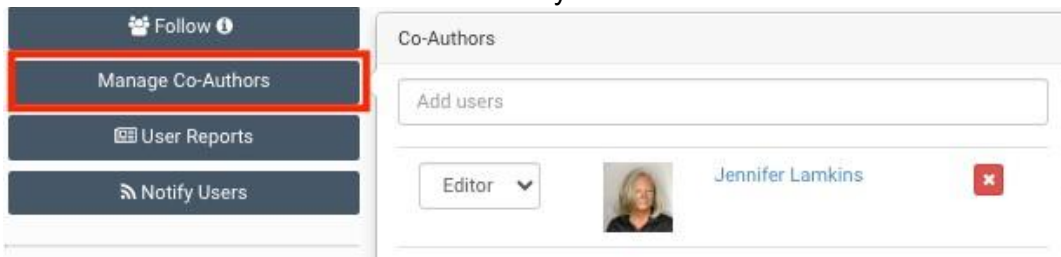
7. Select a specific group if the topic is specific to that group. You can select a group without making the Collection private.



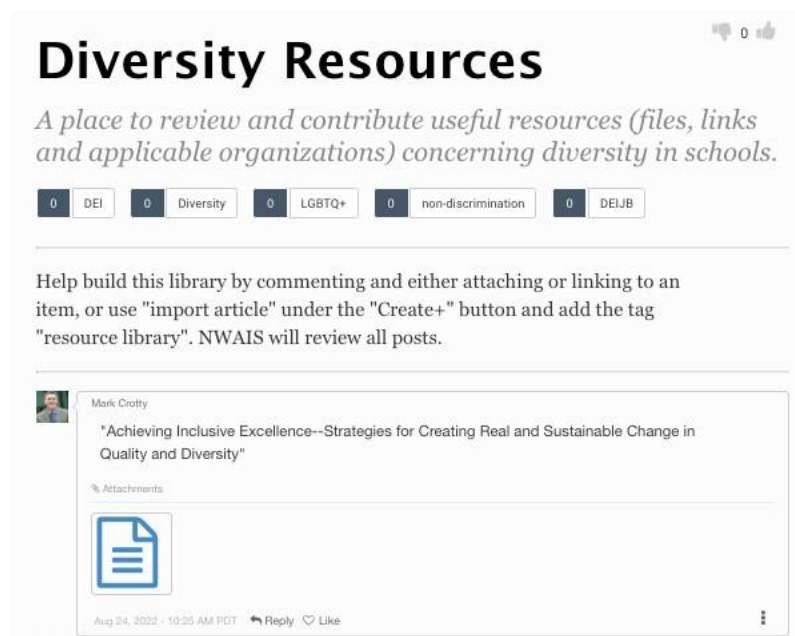
8. Click the Private checkbox if you only want the post to be visible in your group.
9. Your group (if Private selected) will be notified every time you add something or edit the collection so it is best to work on it as a draft and proof before you hit the Publish button. You can make as many drafts as you like.



10. You can add co-authors to the collection if you want others to be able to add content.



Note: If you believe your collection may have large and varied contributions, you may want to set up discussion “topics” to which folks can attach topic-centered content via Comments. Example from the Resources Collection:



Edit Your Profile

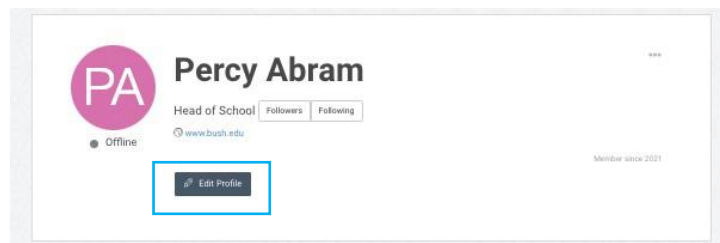
While basic information is already included, to view and edit your community profile, click on the icon with your initials in the top main navigation.



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



Set Notifications

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

To change the frequency of the notifications which you receive, go to your user icon and choose **Account Settings** or via **My Profile -> Personal Settings -> Notifications**

You can choose a digest of all notifications in immediately, hourly, daily, or weekly intervals. Note that Real Time will send an email for every new piece of content including comments.

← Back to Profile

Manage Email Digest Manage Email Digests for Groups

Personal settings

Profile

Notification

Groups

Manage Email Digest

☐ **Email Digest**
Get a summary email digest of all content updates that happens in your account. This includes new articles, discussions, and comments.

☒ **Real Time**
Get all content notifications, comment mentions, and chat messages to your email right away.

☐ **Turn off all content notifications and direct message emails**
You will only receive administrative emails about important status changes to your account.

Save changes

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

You can also control notifications from specific groups.

← Back to Profile

Manage Email Digest Manage Email Digests for Groups

Personal settings

Profile

Notification

Groups

Manage Email Digests for Groups

On this page, you can choose to periodically receive an email summary of the activity going on in each of your Groups. These emails are in addition to the primary email digest that summarizes all recent activity in the entire portal.

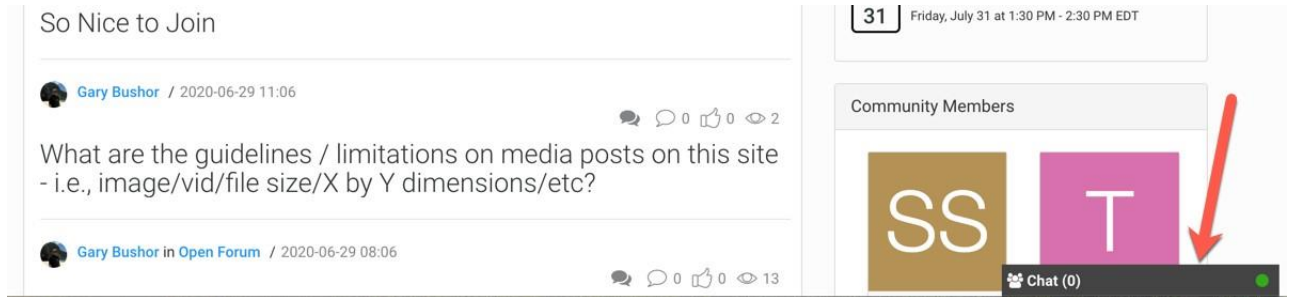
Group Name	Real Time	Daily	Weekly	Off
All Members	☐	☒	☐	☐
Heads of School	☒	☐	☐	☐
Idea Exchange	☐	☐	☒	☐
Learning Specialists	☐	☐	☐	☒
NWAS Board of Governors	☐	☐	☐	☒
Registrars	☐	☐	☐	☒
Teachers	☐	☐	☐	☒
Technology Leaders	☒	☐	☐	☐
Test	☐	☐	☐	☒

Save changes

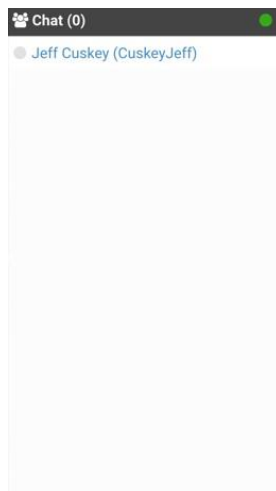
Click on **Save Changes** button to save any edit to the settings.

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.

Gray 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.

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. Members can comment within text.

Collection: An organized curation of online content (member discussions, articles, videos, and uploaded files) arranged together by one or more members on a specific topic or theme. Sometimes used as a repository for resources. Can include group discussions, articles, videos and/or files. Can be private to a group or public for all members.

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. Includes navigation menu, welcome message and links to resources. Top menu:

- Groups - The special interest group spaces to which users are subscribed.
- People – Members or guests of NWAIS
- Posts – Most recent member posts (discussions, articles or files)
- Collections – Curated special interest posts created by NWAIS staff and members
- Events – Links to NWAIS or group event calendars

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

Event: Online or offline event created by NWAIS staff or members within a special interest group that allows for registration and RSVP.

Favorite: Place in a prominent position. Members can favorite groups so they appear at the top of their personal groups page.

Group: Member special-interest sub-portal. Members are added based on role or interest. Can be private or public.

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.