

## Exploration - My Communities

The SAS Professional Learning Communities were developed for educators to communicate and collaborate across the Commonwealth via communities, threaded discussion forums, and blogs.

1. Click on **Teacher Tools** in the upper-right hand corner of any page in **SAS**.
2. Choose **My Communities** from the **Teacher Tools** menu.
3. When you first enter **My Communities**, you will be taken to **My Navigator**. This page contains:
  - **Keyword Search** and **Browse** features that allow you to locate communities.
  - A list of the **Learning Communities** that you are a member of.
  - Invitations to **Learning Communities** from other users.
  - A highlighted community, referred to as a **Featured Community**.
4. You can also view a list of all Communities, Forums, and Blogs by clicking on **Browse Communities, Forums, and Blogs**, located directly underneath the **Keyword Search** tool.
5. Enter the **Keyword *trainer***, and click the **Search** icon (magnifying glass).
6. Click on the **SAS Trainer Community**.
7. You will be taken to the **Dashboard** tab, which provides an overview of a **Community**. Here you can:
  - View the **Moderator's Message**.
  - **Join a Community**, and send an **Invitation** to join a **Community**.
    - Click the **Join button** in the upper-right corner of the **Dashboard**. Joining a Community includes membership to all **Forums** within the Community. You can also use the **Suggest** button to search for and invite others to join the **Community**.
  - View **Members**.
    - In the **Members** area in the left side of the **Dashboard**, click **View All**.
    - Click the **Dashboard** tab to return to the main page of the **Community**.
  - View and add any **Upcoming Events**.
    - In the **Upcoming Events** area in the left side of the **Dashboard**, click **View All**.
    - Review the **Events** listed. Any member of the **Community** can **Add an Event** to the list.

- Click the **Dashboard** tab to return to the main page of the **Community**.
- Enter **Forums** related to the **Community**. View the **Latest Activity**, or most recent posts to **Forums**.
  - Scroll down to the **Forum** area on the **Dashboard** tab. Click on the ***Effective Use of Teacher Tools Forum***.
  - Locate and click on an appropriate **Topic Name** (e.g., **Publish Your Best, Curriculum Mapping**, etc.). Post a reflection regarding the effective use and implementation of the **Teacher Tool** you selected.
  - Postings within a **Forum** can be **Replied** to, and can also be flagged as **Inappropriate**. If you mark something as **Inappropriate**, it will be temporarily removed from the **Community** and the **Moderator** will be notified.
  - Click the **Dashboard** tab to the return to the main page of the **Community**.
- Add **Digital Content** to the **Repository**, and explore content that other **Community Members** have posted.
  - Scroll down to the **Digital Content Repository** area on the **Dashboard** tab. Click on the ***SAS Helpdesk and Materials Divider*** (folder).
  - Locate the file titled ***SAS Full Training Manual 9.27.2012.pdf***, and save it to your computer.
  - If you wish, you may rate the document by selecting the appropriate number of stars in the **My Rating** column. You may also click on **Community Comments** to share your thoughts regarding the document with other **Members**, or click on **My Notes** to make your own personal notes regarding the document.
  - Click on **Manage Content**, and then on **My ePortfolio**. Select one item from your **ePortfolio** - an exemplary resource from SAS - by placing a checkmark to the left of the item. Scroll to the bottom of the window, and select the **Divider** titled ***SAS Materials & Resources***. Click the **Add** button, and then click the **Close** button.
  - Click on the **Divider** titled ***SAS Materials & Resources*** to open the folder and verify that your resource was added.
  - Click the **Dashboard** tab to the return to the main page of the **Community**.